

OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R).

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	Web link to the document. https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=2&op=3 Although there is no online version of our OTM-R policy, in the previous link at the UPCT website it is possible to check national regulations applicable to the hiring of researchers. The measures to achieve an implemented OTMR policy are defined in the Action Plan presented (Action 6).
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	X	--No	Date of latest update. Prove it has been sent to all staff involved. As it is indicated in the Action Plan, one of the indicators is the establishment of a strategy for the implementation of the OTM-R policy. This document will be available on the UPCT website and will be sent to all the Community
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--No	Number of training actions for OTM-R. Number of staff attending the training actions.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+Yes, partially	Ratio in the use of existing etools in recruitment processes. https://www.upct.es/recursos_humanos/secciones2.php?id_categoria=20&ambito=1&op=2 UPCT e-

					recruitment tool. It will be translated to English as we said in the Action Plan (Action 5 and 6)
5. Do we have a quality control system for OTM-R in place?	x	x	x	--No	UPCT Human Resources is studying how to implement an efficient OTM-R follow-up system.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	X	--No	Rising trend in external candidates (number and %). The aim is to increase the percentage of foreign researchers through the measures of the action plan
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--No	Rising trend in the participation of candidates from abroad (number and %). The aim is to increase the percentage of foreign researchers through the measures of the action plan
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, partially	Rising trend in the participation of underrepresented groups, usually women (number and %) UPCT has a Plan for the Equality between Men and Women divided in several strands: Work-Family balance, gender issues, diversity https://www.upct.es/unidad-de-igualdad/es/documentacion/ii-plan-igualdad-entre-mujeres-y-hombres/
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, partially	Rising trend in the participation of candidates from outside UPCT (number and %). Rising trend in applicants for position. Actions to improve working conditions are defined for implementation in the Action Plan
10. Do we have means to monitor whether the most suitable researchers apply?				--No	To improve this question UPCT Data Office (OPADA) will be encouraged to provide continuous monitoring of results of the different calls.
Advertising and application phase					

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, partially	Date of latest update. Rising trend in the number of positions posted on Euraxess using the templates. We need to increase the number of jobs offers published in Euraxess.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		--No	Checklist for job offers to be post on Euraxess.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--Yes, partially	Rising trend of applicants recruited form outside UPCT/abroad For the time being, only a few international calls are published in Euraxess, mainly related to EU funding. Thanks to EUT+ Alliances UPCT wishes to increase the number of vacancies published in Euraxess
14. Do we make use of other job advertising tools?	x	x		+/-Yes, partially	At the moment we have published in redIRIS https://www.rediris.es/rediris/ and Euraxess although we expect improving our vacancies spreading this action, not only for European Projects, otherwise for the all the Research and Innovation Action at UPCT.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-Yes, partially	The European Project Office (OPECT), the Human Resources Unit, and International Office give support to the candidate, but more actions should be implemented in this regard.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-Yes, substantially	Statistics on the composition of selection committees The appointment of selection committees is governed by national regulations, we do not have any written guidelines, in the next link all the Law related PDI https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=2&op=3

					<p>PAS https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=3&op=4</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-Yes, substantially	<p>Written procedure/guidelines</p> <p>The appointment of selection committees is governed by national regulations, we do not have any written guidelines, in the next link all the Law related PDI https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=2&op=3 PAS https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=3&op=4</p>
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	<p>Statistic on gender balance</p> <p>UPCT has a Plan for the Equality between Men and Women divided in several strands: Work-Family balance, gender issues, diversity https://www.upct.es/unidad-de-igualdad/es/documentacion/ii-plan-igualdad-entre-mujeres-y-hombres/</p>
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/-Yes, partially	<p>Written guidelines/guidelines</p> <p>The composition of the selection committees is limited by the Statutes of Universidad Politécnica de Cartagena as well as by the Collective Agreements (PAS and PDI). https://www.upct.es/contenido/estatutos/index_estatutos.php PDI https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=2&op=3 PAS https://www.upct.es/recursos_humanos/legislacion.php?id_categoria=3&op=4</p>

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-Yes, substantially	% of applicants informed An official resolution is published on the UPCT website with the selected/non-selected candidates after each call.
21. Do we provide adequate feedback to interviewees?		x		+/-Yes, partially	% of applicants that receive a feedback evaluation report. In case of the hiring researchers for specific projects applicants are not informed about strengths and weaknesses, only the score.
22. Do we have an appropriate complaints mechanism in place?		x		+/-Yes, partially	Specific complaint and suggestion box for HRS4R and OTM-R. Statistics on complaints. UPCT owns regulation https://defensoruniversitario.upct.es/funciones
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--No	Currently, there is not a system to follow -up the OTM-R objectives