

## Open, Transparent and Merit-based recruitment of Researchers | OTM-R checklist for organisations

	Open	Trans- parent	Merit- based	Answer: Yes, completely; Yes, substantially; Yes, partially; No	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	√	√	√	Yes, substantially	Yes, here: <a href="https://www.achucarro.org/hrs4r">https://www.achucarro.org/hrs4r</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	√	√	√	Yes, substantially	Yes, ACHUCARRO defined an internal instruction named "E03-01 Policy OTM-R" (Currently version 2, 2020)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	√	√	√	Yes, substantially	Yes, all the staff involved in the implementation of the policy has the proper training.
4. Do we make (sufficient) use of e-recruitment tools?	√	√		Yes, completely	Yes, our recruitment/application process is based on online tools.
5. Do we have a quality control system for OTM-R in place?	√	√	√	Yes, substantially	Yes, following up (among other) the Indicators: IND-E03-041 Gender balance in assessment panels IND-E03-044 Number of complaints by applicants
6. Does our current OTM-R policy encourage external candidates to apply?	√	√	√	Yes, completely	Yes, absolutely. Our organisation keeps being in a growing development stage and all the latest research positions where new appointments from outside professionals (this is reflected in many indicators regarding the call/funding scheme achieved by the candidates).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	√	√	√	Yes, completely	Yes. IND-E03-037 Number of foreign researchers
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	√	√	√	Yes, substantially	Yes. I.e. we participated in the initiative "science4refugees". IND-E03-039 Number of underrepresented researchers
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	√	√	√	Yes, completely	Yes. IND-E03-037 Number of foreign researchers
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, substantially	The public Research Programme, the availability of Facilities, set a transparent and certainty scope for applicants. Since most of the more senior profiles are selected through external panels, we have a double check for our process.

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<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	√	√		Yes, completely	Yes, ACHUCARRO defined an internal instruction named "E03-01 Policy OTM-R" (Currently version 2, 2020).  This instruction provides a complete definition of the procedure to ensure the principles of OTM-R.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report2]	√	√		Yes, completely	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	√	√		Yes, substantially	
14. Do we make use of other job advertising tools?	√	√		Yes, completely	
15. Do we keep the administrative burden to a minimum for the candidate? [ see Chapter 4.4.1 b) ]	√			Yes, completely	
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) 45]		√	√	Yes, completely	Yes, ACHUCARRO defined an internal instruction named "E03-01 Policy OTM-R" (Currently version 2, 2020).
17. Do we have clear rules concerning the composition of selection committees?		√	√	Yes, completely	
18. Are the committees sufficiently gender-balanced?		√	√	Yes, substantially	
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?			√	Yes, substantially	

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<b>Selection and evaluation phase</b>					
20. Do we inform all applicants at the end of the selection process?		√		Yes, completely	We maintain a fluid e-mail communication with all the candidates in the internal assessment process. <i>IND-E03-O44 Number of complaints by applicants</i>
21. Do we provide adequate feedback to interviewees?		√		Yes, completely	We provide feedback and constructive criticism to all applicants. <i>IND-E03-O44 Number of complaints by applicants</i>
22. Do we have an appropriate complaints mechanism in place?		√		Yes, completely	Yes, and the number of complaints is followed-up. <i>IND-E03-O44 Number of complaints by applicants</i>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, completely	The dynamics of the Management model of ACHUCARRO periodically assess the results and indicators of our People management process.