

TEMPLATE 3 – OTM-R Checklist

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OTM-R Checklist

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					

<p>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</p>	x	x	x	-/+	<p>Partially. UPO has a recruitment procedure that is available in Spanish at https://www.upo.es/upo_opencms/export/sites/upo/Galerias/Descargas/norm_UPO/normcontrprof.pdf, that contains most of the OTM-R criteria.</p> <p>The measures to achieve an implemented OTM-R policy are defined in the GAP Analysis submitted and in the Action Plan, especially in Action 1 and 16.</p> <p>Initiative</p> <p>An UPO's recruitment procedure revision, and translation of the procedure into English.</p> <p>Indicator</p> <ul style="list-style-type: none"> • Number of downloads of the English written document.
<p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p>	x	x	x	-/+	<p>Partially. UPO has a recruitment procedure that is available in Spanish at https://www.upo.es/upo_opencms/export/sites/upo/Galerias/Descargas/norm_UPO/normcontrprof.pdf, that contains most of the OTM-R criteria.</p> <p>As defined in the Action Plan, an internal guide for OTM-R will be available on the intranet.</p> <p>Initiative</p> <p>Creation of an internal guide and translation of it into English.</p> <p>Indicator</p>

					<ul style="list-style-type: none"> Number of downloads of the English written document over half of the international recruitments.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	<p>No. presently no training is provided to the members of the selection committee. Action 1 of the HRS4R strategic plan considers this training for being implemented before the intermediate report.</p> <p>As defined in the Action Plan, training sessions will be provided to all those who are involved in the recruitment process. Communication meetings will include updates regarding the use of the OTM-R guide.</p> <p>Initiative</p> <p>Provide training in OTM-R to the selection committee and organization of meetings for the use of the Guide.</p> <p>Indicator</p> <ul style="list-style-type: none"> Number of trainings sessions held in OTM-R to the selection committee. Number of selection committee members trained over 80% of total.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	<p>For Teaching staff, merits are evaluated using general scales: https://upo.gob.es/system/modules/com.saga.upo_sedelectronica.frontend/handler/download-alfresco-document.pdf?ref=69f7d735-bbd7-45b8-b898-0bcb34f703c7 and other specific scales depending on the position published by the department.</p> <p>Interviews could be performed in the selection process.</p>

					<p>Calls are advertised on the university website: https://www.upo.es/rr-hh/pdi/convocatorias/</p> <p>And on the official electronic bulletin board https://upo.gob.es/teo/</p> <p>In addition, the calls for Research job offers are published in official autonomic and national gazettes (BOJA, BOE)</p> <p>The measures to achieve an implemented OTM-R policy are defined in the GAP Analysis submitted and in the Action Plan, especially in Action 9.</p> <p>Initiative</p> <p>Publication of UPO's job calls in EURAXESS portal.</p> <p>Indicator</p> <ul style="list-style-type: none"> Number of calls published in English is more than half of the total calls done
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	<p>UPO has purchased a platform for the evaluation of candidates for teaching positions that is presently in the initial phase of implementation.</p> <p>The recruitment process has both internal and external controls; the commissions are public, made up of department directors, employees, and student representatives, some issues are reviewed by HR ex officio, the results are published and there are appeals and judicial control.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Research job offers are published in official autonomic and national gazettes (BOJA, BOE) and posted in EURAXESS - Researchers in Motion Portal (a one-stop shop for researchers and innovators seeking to advance their careers and personal</p>

					<p>development by moving to other countries). See current job offers published: https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=keywords%3Aolavide</p> <p>Teaching positions (PDI) offers are not posted in international job portals, neither are translated into English.</p> <p>The measures to achieve an implemented OTM-R policy are defined in the GAP Analysis submitted and in the Action Plan, especially in actions that will be carried out to address the principles of the OTM-R.</p> <p>Initiative</p> <p>Translation and publication of teaching (PDI) job offers to English and post them in international platforms.</p> <p>Indicators</p> <ul style="list-style-type: none"> • Number of jobs offers posted in international platforms is over 80% of total.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	<p>No. Until now it has been difficult to attract foreign personnel because they required an accreditation according to ANECA. In the new RD 678/2023 on accreditations and competitions, it is stated that those applicants who accredit exceptional research results and who have developed their career mainly in a non-university institution dedicated to research, or in a foreign university in which the calculation and measurement instruments of teaching activity are difficult to transfer to the Spanish system, may obtain accreditation without having to comply with all the merits of teaching activity that are established.</p>

					<p>The "Research talent attraction initiative - MSCA-PF" is launched every year: postdoctoral researchers willing to implement a 2-3-year project based at UPO within the framework of the Marie Skłodowska-Curie - Postdoctoral Fellowships programme (MSCA-PF). More information: https://www.upo.es/otri/proyectos-europeos-ope/research-talent-attraction-working-at-upo/</p> <p>A compilation of expressions of interest from UPO Principal Investigators willing to participate as Supervisors in MSCA-PF proposals is gathered and published in the EURAXESS Portal.</p> <p>The measures to achieve an implemented OTM-R policy are defined in the GAP Analysis submitted and in the Action Plan, especially in actions that will be carried out to address the principles of the OTM-R.</p> <p>Initiative</p> <p>Publication of job calls in EURAXESS portal.</p> <p>Indicators</p> <ul style="list-style-type: none"> • Number of jobs offers posted in international platforms is over 80% of total.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>Yes. In the Public Employment Service, a certain number of posts are reserved for people with disabilities (5%).</p> <p>In the call for applications for the Re-qualification Grants of the Spanish University System for 2021-2023. There is a reserve of places for people with disabilities</p> <p>https://www.upo.es/cms1/export/sites/upo/area-investigacion/recualificacion/1.-Rectorf..pdf</p>

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes, UPO's working conditions favors conciliation, for example, Teachers can telework 70% of the time, and UPO has developed virtual environment systems designed for teleworking, such as virtual desktop systems being developed within the Myapps environment. In addition, people with children choose their working timetables first. Also, one of the conciliation measures is the recognition of activities to promote the scientific production of women researchers after the birth, adoption and/or fostering of a child. These working conditions were aligned with the attraction of international talent.
10. Do we have means to monitor whether the most suitable researchers apply?				++	Yes, teaching staff should be accredited by ANECA for the position, as a requisite for being considered as candidates for the call. The candidate with a best score is selected. Scales are differentiated according to the position
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	UPO has a web page on Human Resources Management Research, which contains information and forms on application certificates for employment contracts, project participation and authorizations. https://www.upo.es/area-investigacion/impresos/
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	Calls are advertised on the university website: https://www.upo.es/rr-hh/pdi/convocatorias/ And on the official electronic bulletin board https://upo.gob.es/teo/ In addition, the calls for Research job offers are published in official autonomic and national gazettes (BOJA, BOE)

					<p>Initiative</p> <p>Set a basic offer template including all the information requested at the OTM-R toolkit.</p> <p>Indicators</p> <ul style="list-style-type: none"> • Creation of the new template. • Number of working offers published with this new template.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	<p>Opportunities are published in the jobs, hosting or funding sections of the EURAXESS Portal, according to their nature. Resources for research supporting organisations offered by the EURAXESS Portal are consulted regularly.</p> <p>Initiative</p> <p>Increase the number of jobs offers published in EURAXESS portal.</p> <p>Indicator</p> <ul style="list-style-type: none"> • Publish in EURAXESS all the job offers exceeding 1-year contract.
14. Do we make use of other job advertising tools?	x	x		++	<p>Yes. UPO has a web page on Human Resources Management Research, which contains information and forms on application certificates for employment contracts, project participation and authorisations.</p> <p>https://www.upo.es/area-investigacion/impresos/</p> <p>Research job offers are published in official autonomic and national gazettes (BOJA, BOE) and posted in EURAXESS - Researchers in Motion Portal</p>

					(a one-stop shop for researchers and innovators seeking to advance their careers and personal development by moving to other countries). See current job offers published: https://euraxess.ec.europa.eu/jobs/search?f%5B0%5D=keywords%3Aolavide
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Yes, in the 2022-2023 academic year the calls have been updated so that the candidate does not have to send proof of all the documentation unless he/she is selected and in that case he/she must provide the supporting documents. In addition, since that same year all the calls have been simplified, limiting the number of contributions for the candidate (which were previously unlimited) by providing an abbreviated CV.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Yes, UPO's recruitment procedure set clear guidelines for the appointment of the selection committees. https://www.upo.es/upo_opencms/export/sites/upo/Galerias/Descargas/norm_UPO/normcontrprof.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Yes, UPO's recruitment procedure set clear guidelines for the appointment of the selection committees. https://www.upo.es/upo_opencms/export/sites/upo/Galerias/Descargas/norm_UPO/normcontrprof.pdf
18. Are the committees sufficiently gender-balanced?		x	x	+/-	Although the procedure does not mention gender balance in the evaluation commissions, the UPO is adapting its regulations to RD 678, which insists on the issue of gender balance in these commissions.

					<p>Moreover, the UPO's Strategic Plan states that the University is committed to gender equality and the inclusion of all disadvantaged groups.</p> <p>Initiative</p> <p>Apply RD-678 decret in gender balanced selection commissions.</p> <p>Indicator</p> <ul style="list-style-type: none"> 90% of gender balanced commissions.
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	++	<p>Yes, UPO's recruitment procedure set clear guidelines for the selection committees for judging merit.</p> <p>https://www.upo.es/upo_opencms/export/sites/upo/Galerias/Descargas/norm_UPO/normcontrprof.pdf</p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		--	<p>No, it is not indicated in our regulations. There is no feedback in the interviews (it is not mandatory).</p> <p>Initiative</p> <p>Set a procedure to inform to rejected candidates about the end of the selection process.</p> <p>Indicator</p> <ul style="list-style-type: none"> 100% of the rejected candidates informed.
21. Do we provide adequate feedback to interviewees?		x		--	<p>No, it is not indicated in our regulations. There is no feedback in the interviews (it is not mandatory).</p> <p>Initiative</p>

					<p>Set a procedure to inform to interviewees about their feedback.</p> <p>Indicator</p> <ul style="list-style-type: none"> 100% of the rejected candidates informed.
22. Do we have an appropriate complaints mechanism in place?		x		++	<p>Yes. Allegations to the score awarded by the Contracting Commission may be sent 10 days after its publication, as well as a subsequent appeal for reconsideration within one month and a contentious-administrative appeal within two months.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	<p>No.</p> <p>The measures to develop and put in place an implemented OTM-R system are defined in the Action Plan, especially in actions that will be carried out to address the principles of the OTM-R.</p> <p>Initiative</p> <p>Include all the OTM-R's indications in UPO's recruitment procedure.</p> <p>Indicator</p> <ul style="list-style-type: none"> Number of researchers recruited with the new OTM-R recruitment procedure.