

TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES392955

Name Organisation under review: Biocruces Bizkaia Health Research Institute

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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.

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	-/+ Yes, spanish	https://biocrucesbizkaia.org/estrategia-hr
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes	Last version signed 03/11/2017 New procedure pending of approval.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes RRHH direction +/- staff	- Working Group about OTM-R Procedures & HR

4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ -/+	All our recruitment processes use our Web Tool https://biocrucesbizkaia.org/web/biocruces/servicios/empleo-activas
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	Quality Sistem of IIS Biocruces Bizkaia and Working Group about OTM- R procedures & HR
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	All our recruitments process have been applied by external candidates
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	IIS Biocruces Bizkaia apply for Ikerbasque y European calls
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ +/-	Active policy for disabled persons. Women are highly represented in the IIS Biocruces Bizkakaia
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	All our recruitments process have been applied by external candidates
10. Do we have means to monitor whether the most suitable researchers apply?				--	Trend in the internal scores assigned by the Evaluation Committee applicants Trend in the number of applicants who reach the expected threshold
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Profile of the Job Template
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Profile of the Job Template
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	We are increasing the use of Euraxess. Our Target is a full use in a middle term.
14. Do we make use of other job advertising tools?	x	x		-/+	Bizkaia Talent, UPV/EHU foro de empleo
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	In the application the candidates only have to fill our templates and attach their CV
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Last version signed 03/11/2017 New procedure finished, pending of approval.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	OTM-R Policy

18. Are the committees sufficiently gender-balanced?		x	x	++	All the committees have one women minimum.
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	++	OTM-R Policy
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Mail to all the candidates.
21. Do we provide adequate feedback to interviewees?		x		-/+	Mail to all the candidates
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Monitoring by HRS4R Group