
TEMPLATE 3 – OTM-R Checklist

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	--No	There is no online version of our OTM-R policy online, but national regulations applicable to the hiring of researchers are available at the UMU website. The measures to achieve an implemented OTMR policy are defined in the GAP Analysis presented and in the Action Plan, especially in Actions 1, 2 and 4.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes, partially	As indicated in Action 4 of 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 UMU website and will be sent to all the staff.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++Yes, substantially	The Director of OPERUM is part of the Steering Group of Human Resources Mobility under The European Research Area (European Commission). He is also part of the Steering Committee of HRS4R at the UMU. Additionally, the action plan includes improving the training programs of the different groups of the strategy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	https://convocum.um.es/convocum2/paginas/home.seam This is the UMU e-recruitment tool for (all) the stages in the recruitment process. It will be translated to English (Action 1 of action Plan)
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	The UMU Quality Control Area is studying how to implement an efficient OTM-R follow-up system. Action 14 will deepen into this question.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	--No	The aim is to increase the percentage of foreign researchers through the measures of the action plan, especially Actions 1, 4 and 7.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--No	The aim is to increase the percentage of foreign researchers through the measures of the action plan, especially actions 1 and 4 of the Action Plan.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	x	x	-/+ Yes, partially	Institutional Regulation about gender issues is available at https://www.um.es/web/unidad-igualdad/

					Some measures, in line with Actions 8 and 11, are envisaged in the Action plan.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	x	x	-/+ Yes, <i>partially</i>	Actions to improve working conditions are defined for implementation in the Action Plan (Actions 1,3, 9, 10, 12, 13 and 15).
10. Do we have means to monitor whether the most suitable researchers apply?				-/+Yes, <i>partially</i>	To improve the records which are drawn up for each selection process in order to obtain statistics indicating the suitability of candidates. The UMU Data Office is also being 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 <i>Partially</i>	We need to increase the number of vacancies published in Euraxess and make extensive use of international mailing lists.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes <i>Partially</i>	Some references/links (training options, hosting group, welcome point) are included in the job advertisement.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes <i>Partially</i>	Currently, only a few international calls are published in Euraxess, mainly related to EU funding. The UMU wishes to increase the number of vacancies published in Euraxess, spreading this tool to other national and international calls (Action 7).
14. Do we make use of other job advertising tools?	x	x		-/+ Yes <i>Partially</i>	The UMU seeks to increase the number of vacancies published in Research Gate, Scholarship positions, Universities positions, Nature jobs, Madri+d and others.
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes <i>Partially</i>	The Human Resources Area, Welcome Point and Operum give support to the candidate but more actions should be implemented in this regard (Action 12).
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-Yes, <i>substantially</i>	The appointment of selection committees is governed by national regulations, but there is no internal regulation which covers all of them (Action 6,8 and 11 of Action Plan) https://www.um.es/web/pdi/normativa https://www.um.es/web/pas/normativa-pas
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-Yes, <i>substantially</i>	The appointment of selection committees is governed by national regulations, but there is no internal regulation which covers all of them (Actions 6, 8, 11 of Action Plan) https://www.um.es/web/pdi/normativa https://www.um.es/web/pas/normativa-pas
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, <i>substantially</i>	The UMU has an Institutional Regulation about gender issues available at https://www.um.es/web/unidad-igualdad . <u>Under Action 8 of the Action Plan, the UMU will ensure compliance with the provision of the calls:</u> "in the composition

					of the Commission, a balanced composition between men and women will be sought, unless this is not possible for well-founded, objective and duly motivated reasons ”.
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	The composition of the selection committees is limited by the Statutes of the University of Murcia as well as by the Collective Agreements (PAS and PDI). https://www.borm.es/borm/documento?obj=anu&id=744447 https://www.um.es/web/pas/normativa-pas https://www.um.es/documents/7232477/7267073/estatutos_um.pdf/2d03672f-203e-45f4-9c3c-fa63a1of83bf
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-Yes, substantially	An official resolution is published on the UMU website with the selected/non-selected candidates after each call.
21. Do we provide adequate feedback to interviewees?		x		-/+ Yes Partially	In certain calls to hire researchers associated to individual projects, applicants are not informed about strengths and weaknesses. To improve this, we will put into practice Action 5.
22. Do we have an appropriate complaints mechanism in place?		x		-/+ Yes Partially	The UMU currently has the following regulations in place to ensure a complaints mechanism: Own regulations: University Ombudsman Regulations: https://www.um.es/web/defensor/contenido/normativa/reglamento
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--No	Currently, there is no system in place. As stated in question 5, the UMU Quality Control Area is working on how to implement an efficient OTM-R follow-up system.