05/12/2025

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]
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	++	https://www.recercasantpau.cat/institut/recursos-humans/hrs4r/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	https://www.recercasantpau.cat/institut/recursos-humans/hrs4r/
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+-	- HR informs about the procedure when a recruitment has to be carried out - Specialised technical staff has been incorporated to centralise the process - New Onboarding process defined - Trainning for the researchers (new action)
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Publication of the offer: job vacancies for professional associations, own web, specialized webs, Euroaxess, LinkedIn…
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Defined recruitment procedures: merit-based and interviews. There is an evaluation sheet, a record of evaluations and a final report Final report and both offers and results are published on the website.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Trend in the share of applicants from outside the organization. All offers are published.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-+	Trend in the share of applicants from abroad. We'll strengthen the external communication

[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Trend in the share of applicants among underrepresented groups (frequently women) Add a paragraph to the current policy to include the interest of attracting underrepresented groups such gender equality.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-+	Improve working conditions (bargaining agreement) - *Define social benefits (on going)* - *Talent attraction policies* - *Professional career* - *Teleworking & flexibility*
10. Do we have means to monitor whether the most suitable researchers apply?				++	Monitoring is made together with the Principal Investigator and Unit. There is a probation period.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	
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 report*[2]]	x	x		++	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-+	We are working to increase the publications of the job in EURAXESS
14. Do we make use of other job advertising tools?	x	x		++	
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++	
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x	++	
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	++	

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[2] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

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	++	Written guidelines.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	In case it was required
21. Do we provide adequate feedback to interviewees?		x		++	In case it was required
22. Do we have an appropriate complaints mechanism in place?		x		++	
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	