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.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-base d**	**Answer:** **++ Yes, c*ompletely* *+/-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.ues.rs.ba/kancelarija-za-nauku-istrazivanje-i-razvoj/kancelarija-za-nir/povelja-i-kodeks/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/+	1.5.2019.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	We organized several trainings, 68 staff members were trained.

Question					
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	All announcement for position were placed on separate place of the web site.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/+	Quality Assurance Office reports.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	We do not have exact trend only we see interest from abroad.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	The number of foreign researchers is growing.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/-	n/a
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	There is positive trend, and more and more researchers are interested to come to go into research in our facilities.
10. Do we have means to monitor whether the most suitable researchers apply?				+/+	QA office reports.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/-	n/a
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 report1]	x	x		-/-	n/a
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/-	n/a
14. Do we make use of other job advertising tools?	x	x		+/-	Vacancies forms.
15. Do we keep the administrative burden to a minimum	x			+/-	Internal procedures.

					Comments
for the candidate?					
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/+	Our panels are formed according to university rules. They are selected on very transparent way.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+	We have written guideline.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	General principles.
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	+/-	We have written guideline.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/+	Decisions and reports.
21. Do we provide adequate feedback to interviewees?		x		+/+	Decisions and reports.
22. Do we have an appropriate complaints mechanism in place?		x		+/+	We possess statistics about number of complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM- R delivers on its objectives?				+/-	Rules and procedures.

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