

OTM-R Checklist

Validation to the CA of 31/01/22

	Open	Transparent	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.uha.fr/fr/recherche/hrs4r-human-resources-strategy-for-researchers.html
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	Preparation of summary information document on recruitment procedures and distribution to all permanent research fellows and contractual research fellows (transmission on first day of term for new arrivals + on the intranet site) Document updated annually
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	<ul style="list-style-type: none"> - Inclusion of training on the "OTM-R" policy in the training offer (number of people trained) - Raising of awareness and a reminder on methods of recruiting permanent and contractual research fellows at an information meeting for the chairs of selection committees (number of people targeted) - Dissemination of information meeting material
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	<ul style="list-style-type: none"> - UHA website - Galaxie (national higher education and research recruitment and qualification portal) - Online recruitment platform (job centre)
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	Recruitment appeal rate
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	Number of candidates applying each year (figure from the social balance sheet)

7. <i>Is our current OTM-R policy in line with policies to attract researchers from abroad?</i>	x	x	x	-/+	Number of foreign candidates recruited each year
8. <i>Is our current OTM-R policy in line with policies to attract underrepresented groups?</i>	x	x	x	-/+	Male/female recruitment ratio
9. <i>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</i>	x	x	x	++	Number of: <ul style="list-style-type: none"> - Teaching bonuses - Organisation delegations - Research leave or topic-based conversions (CRCT) - Teaching project leave (CPP)
10. <i>Do we have means to monitor whether the most suitable researchers apply?</i>				--	<ul style="list-style-type: none"> - Number of resignations - Number of end-of-placement renewals - Number of decisions not to recruit at the end of a placement or trial period
Advertising and application phase					
11. <i>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</i>	x	x		+/-	<ul style="list-style-type: none"> - Job description template - Publication procedure for Euraxess, Galaxie and the UHA website
12. <i>Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</i>	x	x		+/-	Links to Galaxie or the "Human Resources" section of the UHA website or the job description are available and contacts are displayed
13. <i>Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</i>	x	x		+/-	Number of Galaxie/Euraxess publications
14. <i>Do we make use of other job advertising tools?</i>	x	x		+/-	Number of publications on the job centre, APEC (Association for the Employment of Executives) etc. websites
15. <i>Do we keep the administrative burden to a minimum for the candidate?</i>	x			++	Online applications for research fellows
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<ul style="list-style-type: none"> - Indicators on the composition of the selection committee - Existence of clear rules and guidelines for recruitment committees for research positions - Raising of awareness and a reminder on methods of recruiting permanent and contractual research fellows at an information meeting for the chairs of selection committees (number of people targeted) - Dissemination of information meeting material
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<ul style="list-style-type: none"> - Rules officially adopted - Reminders of these rules for the creation and composition of selection committees
18. Are the committees sufficiently gender-balanced?		x	x	++	Indicators on the composition of the selection committee, including gender parity
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	+/-	<ul style="list-style-type: none"> - Raising of awareness and a reminder on methods of recruiting permanent and contractual research fellows at an information meeting for the chairs of selection committees (number of people targeted) - Dissemination of information meeting material
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	<p>1/ for permanent research fellows:</p> <ul style="list-style-type: none"> - admissibility transmitted via Galaxie <p>- admissibility and ranking transmitted via Galaxie and letter from the UHA</p> <p>2/ for contractual researchers: Information by letter at the end of the selection process</p>
21. Do we provide adequate feedback to interviewees?		x		++	Written response at the candidate's request
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Complaint rate
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	<ul style="list-style-type: none"> - Evaluation of progress on the areas covered by the OTM-R policy - Achievement rate of the HRS4R action plan