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HR EXCELLENCE IN RESEARCH

# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R Checklist for Institutions

**University of Padua | 2017-2019**

## Open, Transparent and Merit-based Recruitment of Researchers OTM-R Checklist for Institutions

	Open	Trasparent	Merit-Based	Answer	Suggested indicators (or form of measurements)	Comments on answers
<b>OTM-R system</b>						
1. Have we published a version of our OTM-R policy online (in the national language and in English?)				No	Deliverable of the action n. (action plan 2017-2019)	Deliverable of the action n. (action plan 2017-2019)
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	Existence of standard internal guide	Deliverable of the action n. (action plan 2017-2019)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes Partially	Existence of training programmes for OTM-R ( for Department Deans and selection committee members)	Training programmes dedicated to all selection committee members are under scheduling - Deliverable of the action n. (action plan 2017-2019)
4. Do we make (sufficient) use of e-recruitment tool?	x	x	x	Yes	Web-based tool for (all) the stages in recruitment process	Applications submission online and Skype-interviews
5. Do we have a quality control system for OTM-R in place				No	Deliverable of the action n. (action plan 2017-2019)	Deliverable of the action n. (action plan 2017-2019)

	Open	Trasparent	Merit-Based	Answer	Suggested indicators (or form of measurements)	Comments on answers
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes	Relative % of applicants from outside the institution	
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes Partially	Relative increment (%) of application from researchers from abroad	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes Partially	Relative increment (%) of application from underrepresented groups	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes Partially	Relative % of applicants from outside the institution	
10. Do we have means to monitor whether the most suitable researchers apply?	x	x		Yes Partially	Survey / results of Interviews	
<b>Advertising and application phase</b>						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes	existence of templates	
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)]	x	x		Yes Substantially	Written guideline and template standardisation	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes	Relative % of applicants from outside the institution	

	Open	Trasparent	Merit-Based	Answer	Suggested indicators (or form of measurements)	Comments on answers
14. Do we make use of other job advertising tools?	x	x		Yes	Survey / results of Interviews	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x	x		Yes Substantially	Survey / results of Interviews	
<b>Selection and evaluation phase</b>						
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes	Statistics on the composition of panels	
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes	Written Guidelines fulfilling national law of recruitment	
18. Are the committees sufficiently genderbalanced?		x	x	Yes Substantially	Relative % of selection commission composition	
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	x	Yes	Written guidelines and indicators published in each selection procedure	
<b>Appointment phase</b>						
20. Do we inform all applicants at the end of the selection process?	x	x		Yes	web-info and e-mail contact	

	Open	Trasparent	Merit-Based	Answer	Suggested indicators (or form of measurements)	Comments on answers
21. Do we provide adequate feedback to interviewees?	x	x		Yes Substantially	web-info of the application of selection criteria	
22. Do we have an appropriate complaints mechanism in place?		x		Yes Partially	written guidelines	
<b>Overall assessment</b>						
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	Deliverable of the action n. (action plan 2017-2019)	