

Open, Transparent and Merit-based Recruitment Check-list¹

OTM-R checklist for organisations

	Open	Trans-par ent	Merit-bas ed	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	++	Information already posted on the website about application procedure (https://www.uhasselt.be/UH/jobs/Solliciteren/Sollicitatieprocedure.html)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Selection regulations: academic structure, article no. 154 ff. (Intranet) + independent academic staff status regulations

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

					<p>A number of principles concerning gender balance are set out here</p> <p>Structure is maintained via the selection report</p> <p>Put on the website = action point</p> <p>Date of latest update; ensure that it is sent to all staff]</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>Two workshops on interview techniques & competence-based selection organised in 2014 and 2016</p> <p>Vacancy management</p> <p>Selection report</p> <p>Quality control by staff office +</p> <p>Recent recruitment of experienced expert in recruitment and selection & assessment centres</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	<p>Vacancy management</p> <p>Online application tool</p> <p>Academic Positions, Euraxess, LinkedIn, own personal and professional network, use of</p>

					specialised websites depending on content and target group, faculties can make suggestions about this
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	Constant monitoring by HR staff office as quality control system Vacancy management, selection report, continuous control by government commissioner.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Trend in the share of applicants from outside the organisation
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
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) Diversity statement with publication of every vacancy. We could be even more active in our efforts to reach minority groups.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Trend in the share of applicants from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	Number of dismissals is very low
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes (see database)
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		+/-	Most elements are included. Researcher career profile R1 – R4 has to be implemented within database
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		++	Academic positions, University positions and ad hoc
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵]	x			+/-	Still room for improvement

² <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

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	++	Described in the regulations “Academic structure”, control by HR Department
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Described in the regulations “Academic structure”, control by HR Department
18. Are the committees sufficiently gender-balanced?		x	x	++	Maximum 2/3 of same gender
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	+/-	Selection report is helpful, training members selection committee
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes
21. Do we provide adequate feedback to interviewees?		x		+/-	Contact person is mentioned for every vacancy
22. Do we have an appropriate complaints mechanism in place?		x		-/+	No statistics about complaints, but fixed contact per vacancy and staff office
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x		+/-	<p>HR checks vacancies and memos</p> <p>Budgets are checked. Selection flow is fixed and controlled throughout the entire process</p>
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