

## Open, Transparent and Merit-based Recruitment Check-list<sup>1</sup>

### OTM-R checklist for organisations

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i>  +/-Yes, <i>substantially</i>  -/+ Yes, <i>partially</i>  -- No	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	<a href="#">HR Excellence in Research @ UHasselt</a> <a href="#">HR Excellence in Research @ UHasselt</a> The OTM-R policy is published on the external website (both in Dutch and English)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Specific regulations concerning recruitment and selection are specified in the academic structure regulations and the independent academic staff status regulations. These

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

					<p>regulations include a number of principles concerning gender balance.</p> <p>Structure and quality control via the automated selection report</p> <p>On the intranet there is a toolkit available to support hiring managers and to achieve an objective recruitment and selection.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	<p>The objective recruitment &amp; selection training is structurally embedded in the UHasselT training offer (2 times per year). Selection committee members can develop their skills this way.</p> <p>There is a permanent education possibility through the GoodHabitZ online learning platform.</p> <p>The information on the intranet about objective recruitment and selection is communicated to every participant of the training.</p> <p>One weakness remains that the training is not compulsory.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>The use of e-recruitment tools has increased and further professionalised.</p>

					Academic Positions, Euraxess, LinkedIn, own personal and professional network, use of 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 dedicated recruitment & selection team as quality control system. The expertise within the team has expanded and is maintained by regular training.  Vacancy management, selection report, continuous control by government commissioner.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	HR analytics report  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)

					<p>Diversity statement with publication of every vacancy.</p> <p>Drafting and checking vacancy texts in the context of diversity and inclusion by the dedicated recruitment and selection team.</p> <p>Provide training for faculty directors and school managers on objective recruitment and selection to support diversity and inclusion.</p> <p>Objective recruitment &amp; selection tips and information on the intranet, to support diversity and inclusion.</p>
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
<b>Advertising and application phase</b>					
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	x	x		+/-	Most elements are included.

relevant section of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report <sup>2</sup> ]					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 jobpage, LinkedIn, specific channels on demand
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) <sup>45</sup> ]	x	x		++	Renewed jobwebsite with reduced administrative burden. Only essential information is requested to apply.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) <sup>45</sup> ]		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

<sup>2</sup> <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	+/-	Selection report is helpful, training members selection committee on the topic objective recruitment & selection.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?	x	x		++	Yes
21. Do we provide adequate feedback to interviewees?	x	x		++	Contact person is mentioned for every vacancy. Feedback can be requested via <a href="mailto:jobs@uhasselt.be">jobs@uhasselt.be</a> and is dispatched by the recruitment & selection team.
22. Do we have an appropriate complaints mechanism in place?		x		++	No statistics about complaints, but fixed contact per vacancy and staff office. Complaints can be addressed via <a href="mailto:jobs@uhasselt.be">jobs@uhasselt.be</a> and are followed up by the dedicated recruitment & selection team.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x		+/-	HR checks vacancies and memos  Budgets are checked. Selection flow is fixed and controlled throughout the entire process