

TEMPLATE 3 – OTM-R Checklist

Case number: **2018ES352871**

Name Organisation under review: **INSTITUTO DE INVESTIGACIÓN SANITARIA FUNDACIÓN PARA LA INVESTIGACIÓN DEL HOSPITAL CLÍNICO DE VALENCIA-INCLIVA.**

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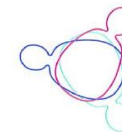
SUBMISSION DATE: **6TH NOVEMBER 2018**

DATE ENDORSEMENT CHARTER AND CODE: **7TH MARCH 2018**

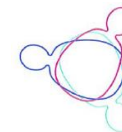
OTM-R Checklist

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- based | 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 | ++ | https://www.incliva.es/Human%20Resources%20Strategy |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | ++ | [Date of latest update; ensure that it is sent to all staff] |



| | | | | | |
|--|---|---|---|-----|---|
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | -- | - Existence of training programmes for OTM-R - Number of staff following training in OTM-R |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | | +/- | Web-based tool for (all) the stages in the recruitment process |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | ++ | Date of the latest internal audit performed |
| 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) |
| 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? | | | | +/- | Results on annual revision of OTM-R results |
| Advertising and application phase | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | +/- | Templates availability |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x | | -/+ | Number of elements referenced/linked |
| 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 | | -/+ | Number of job positions published in other webs or using other advertising tools |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x | | | ++ | Number of documents required |
| Selection and evaluation phase | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? | | x | x | +/- | Statistics on the composition of panels |
| 17. Do we have clear rules concerning the composition of selection committees? | | x | x | ++ | Written guidelines |
| 18. Are the committees sufficiently gender-balanced? | | x | x | ++ | Women % |



| | | | | | |
|--|--|---|---|-----|--|
| 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 | -/+ | Written guidelines |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | x | | ++ | Applicants informed (%) |
| 21. Do we provide adequate feedback to interviewees? | | x | | -/+ | Feedback to final stages applicants (%) Applicants informed about the results (%) |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | ++ | Statistics on complaints |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | -- | Date of the latest revision of the OTM-R results |