

# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R

### IDIBGI

	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/ Yes partially/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	Yes, completely	The Recruitment Manual was approved by the Board of Trustees on the 20/01/2017. A Catalan and English version were published on the IDIBGI HRS4R website ( <a href="http://www.idibgi.org/ca/content/hr-excellence-research">www.idibgi.org/ca/content/hr-excellence-research</a> )
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	The Recruitment Manual was approved by the Board of Trustees on the 20/01/2017. A Catalan and English version were published on the IDIBGI HRS4R website ( <a href="http://www.idibgi.org/ca/content/hr-excellence-research">www.idibgi.org/ca/content/hr-excellence-research</a> )

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, substantially	All Group Leaders were trained for OTM-R when the Recruitment Manual was approved on 2017. New training sessions are planned for 2020-2023 to update and go in depth in the recruitment process.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	IDIBGI publishes the recruitment offers in the website ( <a href="http://www.idibgi.org/en/ofertes-de-treball">http://www.idibgi.org/en/ofertes-de-treball</a> ), receives the CVs through the web or by e-mail ( <a href="mailto:rrhh@idibgi.org">rrhh@idibgi.org</a> ) and all the stages of the process are done by e-mail or through video-conferencing software.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	The recruitment manual in Section 2 Phase 5 outlines the evaluation process. The quality control system is not fully implemented and new actions have been defined to this end.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, substantially	OTM-R is in line with policies to attract external candidates, job offers are published in several social networks and platforms (IDIBGI website, linked-in, Euraxess, Biocat, University of Girona, among others)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	Job calls for researchers are published (categories R1-R4) in the Euraxess site and others. Job offers are published in English to attract researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	Applications from underrepresented groups are welcomed in IDIBGI, as mentioned in all job calls. We do not have concrete statistics about underrepresented groups' applications.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	Our OTM-R policy is in line with other research institutions. The career plan and remuneration policy was developed according to the Catalan Government research institutions: IRISCAT ( <a href="http://ics.gencat.cat/ca/detall/noticia/-ICS_Alianca_centres_Recerca">http://ics.gencat.cat/ca/detall/noticia/-ICS_Alianca_centres_Recerca</a> ) and CERCA institution ( <a href="https://cerca.cat/en/">https://cerca.cat/en/</a> ).
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	Job offers are published on different sites according to their level to be sure that the most suitable researchers see the offers. We monitor it with an evaluation form.

<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	We have adapted our template to Euraxess one.
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	We include in the job advertisement references to elements foreseen in the chapter 4.4.1. a of the OTM-R.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	Most of R1-R4 job calls are posted on EURAXESS since the approval of the staff recruitment manual.
14. Do we make use of other job advertising tools?	x	x		Yes, substantially	We have a template with different advertising tools available, and we use different options depending on the position.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, substantially	We make every effort to keep the administrative burden to a minimum. For instance: we allow applicants to submit all documents online, nobody is disregarded for not providing the whole package of information.

<b>Selection and evaluation phase</b>					
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16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes, completely	Rules to appoint the members of the Selection committees are established in the Recruitment Manual (Section 4)
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	Rules to appoint the members of the Selection committees are established in the Recruitment Manual (Section 4).
18. Are the committees sufficiently gender-balanced?		x	x	Yes, completely	Rules to appoint the members of the Selection committees are established in the Recruitment Manual (Section 4). Gender balance criteria in the composition of the committee is included.
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	Yes, completely	The Recruitment Manual has clear guidelines on the candidates' evaluation (Section 5). A video made by CERCA institution to avoid gender bias is available.

<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	All applicants are informed at the end of the selection process. We have a template with different answers to be sent to the candidates depending on the results.
21. Do we provide adequate feedback to interviewees?		x		Yes, partially	We inform about the results. So far we have provided detailed feedback whenever requested.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	Complaints can be sent to the HR e-mail (rrhh@idibgi.org). We have not received any complaint so far.

<b>Overall assessment</b>					
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23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, partially	A checklist with the main OTM-R principles is completed after each selection procedure in order to evaluate the process. An analysis of the results will be done in 2023.
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