

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

IDIBGI

	Open	Transparent	Merit-based	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	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	Yes, completely	http://www.idibgi.org/en/ofertes-de-treball
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 (http://www.idibgi.org/en/ofertes-de-treball)

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, completely	All Group Leaders have been trained for OTM-R (using the IDIBGI Recruitment Manual)
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	IDIBGI publishes the recruitment offers in the website (http://www.idibgi.org/en/ofertes-de-treball), receives the CVs through the web or by e-mail (rrhh@idibgi.org) and all the stages of the process are done by mail.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	The recruitment manual in Part 2 - Chapter 2.23 outlines the evaluation process. In this document an evaluation tool is in preparation.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	We have just recently started publishing job calls in the Euraxess site. It's too early to assess the trend in the share 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, substantially	We think it is in line with policies to attract researchers from abroad, but we do not have sufficient historical data.
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. But we do not have at the moment concrete statistics.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, partially	We consider our OTM-R policy is in line with other research institutions. We hope that the development of the career plan will also help provide attractive working conditions.
10. Do we have means to monitor whether the most suitable researchers apply?				No	At present we are not capable of monitoring if the most suitable researchers apply.

Advertising and application phase					
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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; but we do not have sufficient historical data.
14. Do we make use of other job advertising tools?	x	x		Yes, partially	We have a template with different advertising tools available, 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.

Selection and evaluation phase					
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 (Part 2 - Chapter 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 (Part 2 - Chapter 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 (Part 2 - Chapter 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 (Part 2 - Chapter 5). The selection committee will view a video made by CERCA institution to avoid gender bias during the evaluation process.
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Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	We have a template with different answers to be sent to the candidates at the end of the selection process.
21. Do we provide adequate feedback to interviewees?		x		Yes, partially	So far we have provided feedback whenever requested.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	Complaints can be received at the HR e-mail (rrhh@idibgi.org). So far we have not received any complaint.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, partially	We have a recruitment manual evaluation checklist.