**THE USC HUMAN RESOURCES STRATEGY FOR RESEARCHERS**

**Updated  OTM-R Checklist 2022**

June 2022

# Updated OTM-R checklist 2022

| | O | T | M | Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no) | Suggested indicators (or form of measurement) |
|---|---|---|---|---|---|
| **OTM-R system** | | | | | |
| Have we published a version of our OTM-R policy online (in the national language and in English)? | x | x | x | Yes completely | 2019<br>In progress, the establishment of the Committee in charge of OTM-R policy will be approved by the Governing Council in April 2019. See Action 40<br>2022<br>OTM-R Policy published in 2022, to be downloaded from HRS4R website |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | Yes completely | 2019<br>Not until now the OTM-R guide will be developed in the next 2-year period.<br>2022<br>OTM-R Policy published in 2022, to be downloaded from HRS4R website |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | Yes substantially | 2019<br>Human Resources Staff is specialized in public recruiting processes. They participate at the institutional long-life training programs.<br>2022<br>As said in 2019 Human Resources Staff is specialized in public recruiting processes. They participate at the institutional long-life training programs.<br>OTM-R Policy and Selection Processes Guide for USC research staff (OTM-R guide) have been published in June 2022, training actions are scheduled in the new plan (See Action 13)<br>Indicator: Al least one course by year |
| Do we make (sufficient) use ofe-recruitment tools? | x | x | | Yes completely | 2019 and 2022<br>100% of recruiting processes for hiring researchers are publicly disseminated using: USC e-recruitment tools, as well as Euraxess (for international projects, associated researchers...) and specialised webpages |
| Do we have a quality control system for OTM-R in place? | x | x | x | No | 2019<br>To be developed in the next period<br>Action: annual checking of the OTM-R checklist<br>2022<br>As said OTM-R Policy and Selection Processes Guide for USC research staff (OTM-R guide) have been published in June 2022. The control system is scheduled in the plan 2022 2025 (See Action 66)<br>Indicator: System of indicators ready by Q4 2022 |

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| Does our current OTM-R policy encourage external candidates to apply? | x | x | x | Yes substantially | 2019<br>Considering Postdoctoral Calls launched by the Singular Centres more than 80% of the candidates are external<br>2022<br>OTM-R policy has been launched in 2022 in the nest years there will be further data to evaluate the policy impact. (See Action 66 includes monitoring OTM-R indicators)<br>Indicator:<br>Trend in the share of applicants from outside the institution |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | Yes partially | 2019<br>Considering Postdoctoral Calls launched by the Singular Centres more than 80% of the candidates from abroad<br>2022<br>OTM-R policy has been launched in 2022 in the nest years there will be further data to evaluate the policy impact. (See Action 66 includes monitoring OTM-R indicators)<br>Indicator:<br>Trend in the share of applicants from abroad: 685 in 2016, 816 in 2022 |
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | Yes substantially | 2019<br>No data<br>2022<br>See points 5, 6 and 7 of the OTM-R policy<br>OTM-R policy has been launched in 2022 in the nest years there will be further data to evaluate the policy impact. (See Action 66 includes monitoring OTM-R indicators)<br>Indicator:<br>Trend in the share of applicants belonging to underrepresented groups |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | Yes partially | 2019<br>Considering Postdoctoral Calls launched by the Singular Centres more than 80% of the candidates are external<br>2022<br>See point 6 of the OTM-R policy |

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| | | | | | OTM-R policy has been launched in 2022 in the nest years there will be further data to evaluate the policy impact. (See Action 66 includes a researchers survey) Indicator: Level of satisfaction with the working conditions |
| Do we have means to monitor whether the most suitable researchers apply? | | | | No | 2019 No evidence 2022 Currently the USC cannot measure whether the most suitable researchers apply |
| **Advertising and application phase** | | | | | |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | Yes substantially | 2019 Protocol for the international dissemination of selection processes (Action Plan, A7). Online standard form for advertising research positions available at virtual OIT 2022 Completed before the interim assessment |
| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x | | Yes partially | 2019 Most of elements are included in the job call 2022 Action 49 at the 2022 2025 HRS4R Plan aims at reviewing the advertisement processes according to the toolkit recommendations. |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | Yes partially | 2019 100% of recruiting processes for hiring researchers in international projects and associated researchers are advertised at Euraxess 2022 100% of recruiting processes for hiring researchers with a doctoral degree and a duration of more than one year, or for positions linked to projects financed with European funds are published in Euraxess |
| Do we make use of other job advertising tools? | x | x | | Yes completely | 2019 and 2022 USC website and specialized webpages |

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| Do we keep the administrative burden to a minimum for the candidate? | x | | | Yes completely | 2019<br>Action developed as part of the HRS4R action plan. Now 100% of job applications are received by web and documentation is accepted in English<br>2022<br>Since 2019 procedures were improved to reduced administrative burden. Candidates provide only information related to valuable merits, original documentation is only required in case of selection, … |
| **Selection and evaluation phase** | | | | | |
| Do we have clear rules governing the appointment of selection committees? | | x | x | Yes completely | 2019<br>For Teaching and Research Staff is defined by law and internal rules. For hiring researchers it is partially implemented, Action 40 for the new period<br>2022<br>As mentioned at the OTM-R guide (point 4) law and internal rules govern the appointment of selection committees. Furthermore, the Permanent Committee on Selection (in case of Personnel of Research) and the Advisory Committee for the Recruitment of Teaching Staff (in case of Teaching Staff) are in charge of ensures the correct overall development of all processes, guaranteeing their rigour and objectivity, as well as the correct application of the OTM-R principles.<br>Furthermore, Action 67 involves Review of selection processes for permanent positions of the new career path for research staff. |
| Do we have clear rules concerning the composition of selection committees? | | x | x | Yes completely | 2019<br>For Teaching and Research Staff is defined by law and internal rules. For hiring researchers it is partially implemented, Action 40 for the new period<br>2022<br>As mentioned at the OTM-R guide (point 4) law and internal rules govern the appointment of selection committees. Furthermore, the Permanent Committee on Selection (in case of Personnel of Research) and the Advisory Committee for the Recruitment of Teaching Staff (in case of Teaching Staff) are in charge of ensures the correct overall development of all processes, guaranteeing their rigour and objectivity, as well as the correct application of the OTM-R principles.<br>Furthermore, Action 67 involves Review of selection processes for permanent positions of the new career path for research staff. |

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| Are the committees sufficiently gender-balanced? | | x | x | Yes completely | 2019<br>Committees comply with Regulation<br>2022<br>As mentioned at the OTM-R guide (point 4) law and internal rules govern the appointment of selection committees. Selection rules established that committees have to be gender balanced. |
| 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 substantially | 2019<br>For Teaching and Research Staff is defined by law and internal rules. For hiring researchers it is partially implemented, Action 40 for the new period<br>2022<br>There are internal guidelines for Selection Committees. The 2022-20256 HRS4R Action Plan includes Action 50 Diffusion of guidelines for selection committees, to make this guidelines public |
| **Appointment phase** | | | | | |
| Do we inform all applicants at the end of the selection process | x | | | Yes completely | 2019<br>Results of the selection process are publicly disseminated at the USC webpage<br>2022<br>Applicants are informed not only at the end, but they are also informed during the various stages of the process. |
| Do we provide adequate feedback to interviewees? | x | | | Yes partially | 2019<br>There is not a standard procedure, but feedback is given when the interviewees ask it<br>2022<br>The processes comply with the law, the qualification obtained in the interview is disseminated, the qualitative assessment is included in the minutes of the commission. It is disseminated when requested by the candidate. |
| Do we have an appropriate complaints mechanism in place? | x | | | Yes completely | 2019 and 2022<br>All processes include a deadline to present allegations<br>The indicator Statistics on complaints will be part of the indicators considered at Action 66 of the 2022-2025 HRS4R Action Plan: Indicators system and researchers survey |
| **Overall assessment** | | | | | |

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| Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | No | 2019<br>To be develop in the next HRS4R period<br>2022<br>OTM-R Policy has been launched in 2022 in the nest years there will be further data to evaluate the policy impact<br>See Actions 66: Indicators system and researchers survey and Action 48: Working Group in OTM-R Policy |