TEMPLATE 3 – OTM-R Checklist

Case number:

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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,** *completely* *+/-Yes,* *substantially* *-/+ Yes, partially* *-- 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	+/- Yes, substantially	www.hrs4r.edu.umh.es When conducting the OTM-R verification list, we found strong points and certain deficiencies tan can be improved. We will rectify the latter (see ACT 8 of the Action Plan) and our goal is to have an OTM-R policy which complies with all the requirements established by the European Commission, in Spanish and English, which shall be approved by the UMH Governing Board in the fourth quarter of 2019.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-, Yes, substantially	It is laid out in the research staff recruitment regulation, which was approved by the UMH Governing Board on 25 November 2015: http://serviciopas.umh.es/files/2015/12/Nt.-acu.-mo Reglamento-Contrataci%C3%B3n-PI-y-Colab.-Tareas-Invest.pdf The weakness is not having it translated into English, a task which has been scheduled for the third quarter of 2019 (see ACT 7 of the Action Plan).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	There are 15 people who are trained on the OTM-R strategy, the Vice-rector for Research and Innovation, the Vice-rector for Teaching Staff, Human Resources, and the Research and Quality Institute Heads. However, there are 25 members of the Research Committee who need to improve their OTM-R strategy training.

					Training for the OTM-R strategy is planned for the first quarter of 2020 (see ACT 8 of the Action Plan). Once this action has been completed, there will be 40 people in the UMH who are trained on the OTM-R strategy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes, partially	We use our website: http://serviciopdi.umh.es/ We have to improve the visibility of the job offers on the site, the notification of all the steps of the recruitment process, their dissemination in Spanish and English, and to expand the international reach (see ACT 7 of the Action Plan). This is scheduled to be solved by the second quarter of 2020.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes, substantially	All members of the Recruitment Committee have complete access to all the information of each step of the recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes, partially	The regulation that is applied for calls is open to internal and external candidates http://serviciopdi.umh.es/category/convocatorias/contratados/ Calls are published on our website and in Spanish. Participation of external candidates is currently low, which is why they will be published in Spanish and English, and call dissemination will be increased through the Euraxess jobs portal https://euraxess.ec.europa.eu/jobs This will be done in order to increase the participation of external candidates (see ACT 7 of the Action Plan) and to achieve an average external

					candidate quota of more than 10% by the third quarter of 2020.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	Our current OTM-R policy does take into account the dissemination of calls across other portals as well as our own, there is equal opportunity without discrimination, and it is merit-based. We do have to increase our dissemination in English and on international sites (see ACT 7 of the Action Plan). We have planned to publish them on the Euraxess portal (https://euraxess.ec.europa.eu/jobs) by the second quarter of 2020.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*-/+ Yes, partially*	This point is included in the UMH's OTM-R policy. Access to the information on calls is not limited for underrepresented groups in any way, and there is a Department of Equality that ensures this is the case: http://igualdad.umh.es/ The researcher recruitment regulation shall be reviewed to ensure it includes parity criteria among recruitment commissions (see ACT 9 of the Action Plan). This point is expected to be approved by the Governing Board in the fourth quarter of 2019. Furthermore, achieving an average participation of female candidates above 30% has been planned for the second quarter of 2020.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/- Yes, substantially*	The Department of Teaching and Research Staff of the UMH (http://serviciopdi.umh.es/) has a list of services which details its functions regarding

					teaching and research staff, as well as the economic management of human resources http://cartadeservicios.umh.es/cartas_servicio/UPDI/index.html

To make it more accessible to external researchers, it shall be translated into English (see ACT 15), and the installations shall be reviewed to facilitate the access for people with disabilities. These actions are scheduled for the second quarter of 2020, with the objective of achieving an average external applicant participation of more than 10%. |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | +/- Yes, substantially | Recruitment is conducted by the Recruitment Committees, who are required to know the OTM-R policy and the UMH's regulation, and to ensure it is upheld during the entire recruitment process in order to ensure that the best candidate is chosen. When issuing the call, the Recruitment Committee members are consulted on where there may be suitable candidates, in order to advertise it there and try to obtain the best possible candidate. The Recruitment Committee determines the minimum requirements that candidates must meet in order to vie for the position offered, which guarantees the optimal level of the person chosen.

The members of the Recruitment Committee must be trained in the OTM-R policy of the UMH, and monitoring of those who need more training in this regard shall be conducted (see ACT 8 of the Action Plan), with the objective being for all those who are part of Recruitment Committees to be fully trained by the fourth quarter of 2019. |
| **Advertising and application phase** | | | | | |

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*-/+ Yes, partially*	We have Spanish templates for job offers http://serviciopdi.umh.es/formularios/ We will also have these templates available in English by the third quarter of 2019, as well as having English templates to publish our offers on Euraxess https://euraxess.ec.europa.eu/jobs/253307 by the second quarter of 2020 (see ACT 7 of the Action Plan).
12. 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*	Each call includes the references and/or links where to obtain broad knowledge about it, in Spanish http://serviciopdi.umh.es/documentos-y-enlaces-de-interes/ We have planned to have these references and/or links also available in English by the third quarter of 2019, as well as having references and/or links in English to post the offers on Euraxess https://euraxess.ec.europa.eu/jobs/253307 by the second quarter of 2020 (see ACT 7 of the Action Plan).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*- - No*	We have planned to publish our job offers for researchers in English on the Euraxess portal https://euraxess.ec.europa.eu/jobs/ by the second quarter of 2020 (see ACT 7 of the Action Plan), in order to recruit applicants from outside the UMH and/or abroad.
14. Do we make use of other job advertising tools?	x	x		*+/- Yes, substantially*	They are published on our website http://serviciopdi.umh.es/category/convocatorias/ http://serviciopdi.umh.es/tag/oferta-de-empleo-2018/

					We have planned to publish these offers in English by the third quarter of 2019 (see ACT 7 of the Action Plan).
15. Do we keep the administrative burden to a minimum for the candidate?	x			*-/+ Yes, partially*	We have application forms available on our website in order to make the administrative process easier for candidates http://serviciopdi.umh.es/formularios/ A review of the current administrative process shall be conducted by the second quarter of 2020 to lower this administrative burden for researchers as much as possible (see ACT 8 of the Action Plan).
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	*+/- Yes, substantially*	We have regulation for the recruitment of research staff, where the rules for the selection of the Recruitment Committees are detailed. Stated in article 8 for the selection of staff (Page 13 of 28) http://serviciopas.umh.es/files/2015/12/Nt.-acu.-mo Reglamento-Contrataci%C3%B3n-PI-y-Colab.-Tareas-Invest.pdf The current regulation shall be reviewed in order to update it and define issues such as the criteria for Committee selection. This is planned to be approved by the second quarter of 2020 (see ACT 10 of the Action Plan).
17. Do we have clear rules concerning the composition of selection committees?		x	x	*++ Yes, completely*	The structures of the Committees are established in accordance with article 57 of Spanish Law 10/2010 of the Planning and Management of Valencian Public Services, www.uv.es/igualtat/normativaautonomica/ley10 2010.pdf

					Here is an example of the establishment of a Selection Committee for a call for a specialised computer technician at the UMH: http://serviciopas.umh.es/2014/07/23/comision-de-seleccion-de-la-convocatoria-especialista-tecnico-informatico-cip0314/
18. Are the committees sufficiently gender-balanced?		x	x	-/+ Yes, partially	In the current structure of Selection Committees there is a tendency towards being balanced regarding gender equality. The regulation on the recruitment of research staff shall be reviewed and modified so that it includes parity criteria among the Selection Committees. This is planned to be completed by the second quarter of 2020 (see ACT 9 of the Improvement Plan).
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, substantially	The main guideline for selecting a candidate while taking merits into account is reflected in the regulation on the recruitment of research staff, which is the one that selection committees follow, http://serviciopas.umh.es/files/2015/12/Nt.-acu.-mo Reglamento-Contrataci%C3%B3n-PI-y-Colab.-Tareas-Invest.pdf Here is an example of merit evaluation criteria and the structure of the Selection Committees and their CVs, at the UMH: http://serviciopdi.umh.es/files/2018/10/DF2833-Acta-de-Constitucion.pdf A guide for the recruitment of research staff shall be created in order to improve the selection process. It will be of great help for Selection Committees, and its efficiency shall be verified. This is planned to be ready by the second quarter of 2020 (see ACT 11 of the Action Plan).

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	A notification email is sent to all candidates following the selection process, while the final result is published on http://serviciopdi.umh.es/novedades/
21. Do we provide adequate feedback to interviewees?		x		+/- Yes, substantially	The state of the selection process is published on the website during each of its phases, as well as the date on which each phase ends. Candidates have available and updated information on the development of the selection process http://serviciopdi.umh.es/novedades/ Were the candidate to require additional information and/or have any doubts in this regard, they have direct contact with our Department of Teaching and Research Staff http://serviciopdi.umh.es/presentacion/directorio-e-informacion-de-contacto/
22. Do we have an appropriate complaints mechanism in place?		x		+/- Yes, substantially	Complaints and/or suggestions are typically received via e-mail, telephone or through the website, on the following link: http://serviciopdi.umh.es/presentacion/buzon-de-sugerencias/ When there is a complaint and/or a suggestion, the Head of the Department of Teaching and Research Staff is notified, and they monitor it until solved, leaving a written record. Regarding the number and type of complaints addressed by the Department of Teaching and Research Staff and the Economic Management of Human Resources, they have been low. The data is as follows:

					Year Complaints Suggestions 2016 81 15 2017 90 12 2018 78 36 We will review our complaint processing and solving procedures in order to provide efficient corrective measures. This is planned to be complete by the fourth quarter of 2019 (see ACT 8 of the Action Plan).
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes, partially	The general course of action of the UMH is consistent with the OTM-R policy, which is defined and published on: www.hrs4r.edu.umh.es A system that allows us to evaluate whether the objectives laid out in the OTM-R of the UMH are being fulfilled shall be carried out in writing. This system is planned to be operational by the third quarter of 2020 (see ACT 8 of the Plan of Action).