TEMPLATE 3 – UMH OTM-R Checklist (September 2021)

Case Number: 2019ES379029

Name Organisation under review: **MIGUEL HERNÁNDEZ UNIVERSITY OF ELCHE (UMH). SPAIN**

Organisation's contact details: **VICERRECTORADO DE INVESTIGACIÓN**

Avda de la Universidad S/N. Edificio Rectorado y Consejo Social

03202 Elche (Alicante) Spain

vdo.investigacion@umh.es

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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, completely*	http://hrs4r.edu.umh.es/en/politicas/ 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 and improved in 2021
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*	It is laid out in the research staff recruitment regulation, which was approved by the UMH Governing Board on 24 March 2021. **LINK:** https://bit.ly/3pOtKBB
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*+/- Yes, substantially*	There are 15 people who are trained on the OTM-R strategy, the Vice-rector for Research, the Vic e-rector for Teaching Staff, Human Resources, and the Research and Quality Institute Heads. Two videos has been edited for all UMH research staff. These videos are available on UMH web.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*+/- Yes substantially*	We use our website: http://serviciopdi.umh.es/ and

					https://euraxess.ec.europa.eu/jobs
					We have improve the visibility of the job offers on the site, the notification of all the steps of the recruitment process and their dissemination in Spanish and English.
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 applied for open calls is for internal and external candidates http://serviciopdi.umh.es/category/convocatorias/contratados/ Calls are published on our website in Spanish and also in English in EURAXESS jobs portal https://euraxess.ec.europa.eu/jobs Currently the participation of external candidates is low.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Our current OTM-R policy does take into account the dissemination of calls across other portalsas well as our own, there is equal opportunity without discrimination, and it is merit-based.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	This point is included in the UMH's OTM-R policy and the researh staff committee regulation http://igualdad.umh.es/ The first Equity, Diversity and Inclusion Plan were approved in March 2021 (Governing Board) Link: http://bit.ly/3YW2vvj The researcher recruitment regularion reviewed to ensure it includes parity criteria among recruitment commissions. Furthermore, achieving and average participation of female candidates above 30% planned for the second quarter of

					2020. In 2021 this percentage increased around 42%.
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. In May 2020, the UMH has created a Department of Attention to Diversity and Disability in its new regulation for the inclusion of researchers with disabilities. |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | *+/- Yes, substantially* | Recruitment 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 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, substantially*	We have Spanish templates for job offers http://serviciopdi.umh.es/formularios/ and English templates to publish our offers on EURAXESS https://euraxess.ec.europa.eu/jobs/253307 by the second quarter of 2020.
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, substantially*	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/ These references and/or links also available in English by the third quarter of 2020, 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.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*+/- Yes, substantially*	In 2021 all jobs offers corresponding to competitive international projects published in EURAXESS.
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-2021/ http://euraxess.ec.europa.eu/jobs
15. Do we keep the administrative burden to a minimum for the candidate?	x			*+/- Yes, substantially*	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 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, completely*	We have regulation (March 2021) for the recruitment of staff, where the rules for the selection of the Recruitment Committees are detailed. **LINK:** https://bit.ly/3pOtKBB
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, completely*	In the current structure of Selection Committees, there is a tendency towards balanced regarding gender equality. The new regulation on the recruitment of research staff (March 2021).
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*	It created a new regulation for the recruitment of research staff, in order to improve the selection process. It is of great help for Selection Committees, and its efficiency verified.
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 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 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.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes, completely	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 www.hrs4r.edu.umh.en A system of indicators sheets link: http://hrs4r.edu.umh.es/en/plan-accion-2022-2024/ That allows us to evaluate whether the objectives laid out in the OTM-R of the UMH fulfilled.