OTM-R Checklist

Case number: 2020ES493298
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UPDATE: DECEMBER 2023

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	++	https://www.biodonostia.org/quienes-somos/estrategia-hrs4r/ https://www.biodonostia.org/wp-content/uploads/2023/11/Politica_OTM_R_Biogipuzkoa_V1_0.pdf

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					
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	The IIS Biogipuzkoa has a defined Recruitment Procedure (OTM-R) and specific instructions for the evaluation and selection of candidates. **Indicators:** • Recruitment Procedure. • Date of latest update
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	There are different training activities organized in the area of OTM-R. **Indicators:** • Number of training activities organized. • Number of staff following training in OTM-R.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	The IIS Biogipuzkoa has an e-recruitment tool accessible from its website. In this application the job offers are published and managed. https://www.biodonostia.org/servicios/portal-del-empleo/ https://gestiononline.bioef.eus/ConvocatoriasPropiasBiogipuzkoa/es/Convocatorias/DetalleTipoConvocatoria/OFEBD **Indicators:** • Link to Job portal. • The share of job adverts posted on EURAXESS.

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	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* *+/-Yes,* *substantially* *-/+ Yes, partially* *-- No*	*Suggested indicators (or form of measurement)
OTM-R system					
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	There is a quality management system including OTM-R revision. **Indicators:** • Date of the latest internal audit performed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	**Indicators:** • Percentage of applicants from outside.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	**Indicators:** • Number of nationalities. • Trend in the share of applicants from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	**Indicators:** • Trend in the share of applicants among underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	**Indicators:** • Trend in the share of applicants from outside the organization.

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					
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	The suitability of the candidates is evaluated in each case based on their merits and experience. **Indicators:** • Annual revision of OTM-R results.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	All our job offers are adjusted to the same own template, in both Spanish and English. **Indicators:** • Advertising procedure. • Templates availability. • Number of jobs offers published on the EURAXESS.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	Links to relevant aspects such as the project, research group, etc. are rarely included. **Indicators:** • Number of elements referenced / linked in the job offers.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	EURAXESS is currently not widely used for the publication of job vacancies. **Indicators:** • Number of jobs offers published on the EURAXESS.

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OTM-R system					
14. Do we make use of other job advertising tools?	x	x		++	We use other job advertising tools. (REGIC, Professional Associations, ..). **Indicators:** • Number of jobs offers published in other webs or platforms.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	**Indicators:** • Number of documents required.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	**Indicators:** • Statistics on the composition of committees
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	**Indicators:** • Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	+/-	**Indicators:** • % women.
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	++	Committee members must be adequately trained to make decisions about the selection process. **Indicators:** • Written guidelines.

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OTM-R system					
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	**Indicators:** • % of applicants notified.
21. Do we provide adequate feedback to interviewees?		x		+/-	**Indicators:** • Feedback to final stages applicants (%). • Applicants informed about the results (%).
22. Do we have an appropriate complaints mechanism in place?		x		+/-	**Indicators:** • Statistics on complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	There is a quality control system. **Indicators:** • Date of the latest revision of the OTM-R results.