

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R)

Checklist for Fundación Investigación del Cáncer Universidad de Salamanca

	Open	Transparent	Merit-based	Answer	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 substantially	Yes. Recruitment norms are published at https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf
Do we have an internal guide setting out clear OTM-R procedures and practices for all	X	X	X	+/- Yes substantially	Yes. Recruitment norms were approved by the Foundations's board published in Spanish at https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf , although not all the OTM-R recommendation are presently adopted.

types of positions)					
Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	+/- Yes partially	Yes, but not at the degree considered by the EU.
Do we make (sufficient) use of e-recruitment tools?	X	X		++ Yes completely	Job offers are published on the FICUS website. https://www.cicancer.org/jobs-offers-public-procurement/job-offers-ficus-ofertas-de-empleo-ficus/open-positions Communications are performed by e-mail. Indicator: Training on OTM-R
Do we have a quality control system for OTM-R in place?	X	X		-- No	No. Indicator: Quality control report.
Does our current OTM-R policy encourage external candidates to apply?	X	X	X	+/- Yes partially	Web analytics's software shows that the 40% of visits to the job of website are located outside Spain. Job offers are not published systematically in international portals.
	X	X	X	+/- Yes partially	Statistics of foreign visit to the webpage

Is our current OTM-R policy in line with policies to attract researchers from abroad?					
Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	+/- Yes partially	Most of the FICUS Staff are women. There were no specific criteria for recruiting underrepresented groups
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	+/- Yes partially	Employment conditions are defined by the current researchers' job market in Spain
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes partially	Indicator: International candidates to job offers
Advertising and application phase					

Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		+/- Yes partially	Yes, FICUS has designed templates. Job offers are published at FICUS website and on local press
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X		++ Yes completely	Yes, information is provided in the job offers
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		-- No	EURAXESS is not usually use as a recruiting tool
Do we make use of other job advertising tools?	X	X		-- No	All the procedures were performed through the website https://www.cicancer.org/jobs-offers-public-procurement/job-offers-ficus-ofertas-de-empleo-ficus/open-positions
Do we keep the administrative	X	X		+/- Yes substantially	Job offers website diminish the bureaucratic burden of the candidate to a minimum.

burden to a minimum for the candidate?					https://www.cicancer.org/jobs-offers-public-procurement/job-offers-ficus-ofertas-de-empleo-ficus/open-positions
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		X	X	++ Yes completely	Yes, the recruitment norms followed describe the constitution of the selection committee https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf
Do we have clear rules concerning the composition of selection committees?		X	X	++ Yes completely	Yes, the recruitment norms followed describe the composition of the selection committee https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf
Are the committees sufficiently gender-balanced?		X	X	++ Yes completely	Yes, the recruitment norms followed describe the constitution of the selection committee https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf
Do we have clear guidelines for selection committees which help to judge			X	++ Yes completely	Yes, the recruitment norms followed describe the selection process, and it include the possibility of the performance of presential or remote interviews https://www.cicancer.org/media/1513/ficus_contratacion_eng.pdf

'merit' in a way that leads to the best candidate being selected?					
Appointment phase					
Do we inform all applicants at the end of the selection process?		X		++ Yes completely	Yes, information is provided by e-mail
Do we provide adequate feedback to interviewees?		X		+/- Yes substantially	Yes, information is provided by e-mail
Do we have an appropriate complaints mechanism in place?		X		++ Yes completely	Yes, complaints could be send by e-mail at rrhh_cic@usal.es
Overall assessment					



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Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	FICUS recruitment norms are aligned with OTM-R principles
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