

EURAXESS

OTM-R Checklist

Case number

2019ES378036

Name Organisation under review

Fundación Investigación del Cáncer Universidad de Salamanca

Organisation's contact details

Campus Miguel de Unamuno, Salamanca, Salamanca, 37007, Spain

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22/03/2019

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	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 http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf . English version is available.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Yes, recruitment norms were approved by the Foundation's board published in Spanish at http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf , but not all the OTM-R recommendation are presently adopted.
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.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Job offers are published on the FICUS website. http://www.cicancer.org/es//convocatorias 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	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' 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.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Statistics of foreign visit to the webpage
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 criter 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' jo in Spain

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 F 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 http://www.cicancer.org/es//convocatorias

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Job offers website diminish the bureaucratic burden of the candid minimum. http://www.cicancer.org/es//convocatorias
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 t selection committee http://www.cicancer.org/uploads/pdfs/FICUS_Contrata
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, the recruitment norms followed describe the composition of selection committee http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Yes, the recruitment norms followed describe the constitution of t selection committee http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf
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	Yes, the recruitment norms followed describe the selection proce: include the possibility of the performance of presential or remote interviews http://www.cicancer.org/uploads/pdfs/FICUS_Contratacion.pdf ,
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes, information is provided by e-mail

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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				
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