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

UNamur Gap analysis 2017

	Answer	Actions	Suggested indicators (or form of measurement)
OTM-R System			
1 – Have we published a version of our OTM-R policy online (in French & in English)?	**-/- NO**		weblink
2 – Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	**-/+ YES Partially**	Old recruitment procedures	Date of latest update, ensure that it is sent to all staff
3 – Is everyone involved in the process sufficiently trained in the area of OTM-R?	**-/- NO**		Existence of training programs for OTM-R Number of staff following training OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	**-/- NO**		Web-based tool for (all) stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	**-/- NO**		
6. Does our current OTM-R policy encourage external candidates to apply	**+/- YES Substantially**	Organization publish the job vacancies on the UNamur website and on Euraxess Jobs portal	Trend in share of applicants from abroad upon request from the staff

	Answer	Actions	Suggested indicators (or form of measurement)
7. Is our current OTM-Policy to attract in line with policies to provide attractive working conditions for researchers?	**+/- YES Substantially**	Service of Researchers' Helpdesk for foreign researchers	Trend in share of applicants from abroad upon request from the staff
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	**+/+ YES Completely**	Gender policy	Open publication of the job vacancies
9. Is our current OTM-R Policy in line with policies to provide attractive working conditions for researchers?	**+/- YES Substantially**	Organization publish the job vacancies on the UNamur website and on Euraxess Jobs portal. Job vacancies in English when it is relevant.	Trend in the share of applicants among underrepresented groups (frequently women)
10. Do we have means to monitor whether the most suitable researchers apply?	**-/- NO**		Trend in share of applicants from outside the institution

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Advertising and application phase			
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	**-/+ YES Partially**	Internal template for advertising job vacancies on UNamur website	Upon request from the staff
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	**-/+ YES Partially**	Internal template for advertising job vacancies on UNamur website	Upon request from the staff
13. Do we make full use of EURAXESS-Jobs to ensure our research vacancies reach a wider audience?	**-/+ YES Partially**		The share of jobs adverts posted on Euraxess Trend in the share of applicants recruited from outside the institution/abroad
14. Do we make use of other job advertising tools?	**+/+ YES Completely**	UNamur website Research gate Academic position ICT jobs	
15. Do we keep the administrative burden to a minimum for the candidate?	**+/- YES Substantially**	Internal procedure in HR department.	
Selection and evaluation phase			
16. Do we have clear rules governing the appointment of selection committees ?	**+/- YES Substantially**	Old recruitment procedures	Statistics on the composition of panels
17. Do we have clear rules governing the composition of selection committees?	**+/- YES Substantially**	Old recruitment procedures	Written guidelines

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18. Are the committees sufficiently gender-balanced?	**+/+ YES Completely**	Evaluation Commission and Recruitment and Promotion Commission have the duty to be composed of at least 1/3 of women and 2/3 of men.	
19. Do we have clear guidelines for selection committee which help to judge « merit » in a way that leads to the best candidate being selected?	**+/- YES Substantially**	Old recruitment procedures	Written guidelines
Appointment phase			
20. Do we inform all applicants at the end of the selection process?	**+/+ YES Completely**	Upon request from the staff	
21. Do we provide adequate feedback to interviewees?	**+/+ YES Completely**	Upon request from the staff	
22. Do we have an appropriate complaints mechanism in place?	**-/- NO**	Information on UNamur website for the contact person.	Statistics on complaints
Overall assessment			
23. Do we have a system in place to assess wether OTM-R delivers on its objectives?	**-/- NO**		