

EURAXESS

OTM-R Checklist

Case number

2018ES360970

Name Organisation under review

Universidad de Jaén

Organisation's contact details

Campus Las Lagunillas, Edif. Rectorado (OFIPI, B1-025), Jaén, 23071, Spain

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24/01/2020

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	-- No	Indicator: OTMR policy published on line.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	There is a normative of staff funded by research projects. Indicator: OTMR policy published on line.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	www.ujaen.es/servicios/servpod/procesos-selectivos-personal-docente-e-investigador Indicator: Number of people trained
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	Indicator: % of candidates using e-recruitment.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	We use EFQM indicators of the SGI quality process www.ujaen.es/servicios/spe/carta-de-servicios Indicator: EFQM indicators

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Detailed information of the recruitment calls are published at the UJA and Vice-chancellorship websites www.ujaen.es/gobierno/vicin/normativas-y-modelos Indicator: % of external candidates
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	It is included in the self-funded research program 2019-2020 Indicator: % of candidates from abroad
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	It is included Self-funded research program 2019-2020 Additional funding for Ramón y Cajal program Indicator: % of underrepresented candidates
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	Indicator: number of candidates compared with other universities
Do we have means to monitor whether the most suitable researchers apply?				-- No	Indicator: % of calls published in Euraxess. Indicator: increase in the number of candidates
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-- No	Indicator: % of calls published in Euraxess.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	They are included at www.ujaen.es/servicios/ofipi/ Indicator: increase in the number of candidates.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	The incorporation of personal for the International Project Office will improve our presence in Euraxess. Indicator: % of calls published in Euraxess.
Do we make use of other job advertising tools?	x	x		-- No	Indicator: % of calls published in Euraxess.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	http://www.ujaen.es/serv/spe/sigcsua/SIGCSUA_PC07.pdf Indicator: % of documents sent on line
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Partial rotation of the members of the research commission, Normative of staff funded by research projects. Indicator: composition on selection committees
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Minutes of the selection commission's creation, appointed by the governing board of UJA, Research and transfer commissions, Publication of the Selection Norm www.ujaen.es/investigacion-y-transferencia Indicator: composition on selection committees
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	Indicator: composition on selection committees
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 substantially	Normative of staff funded by research projects / official calls. Indicator: composition on selection committees.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Publication on the digital board addressed at the call and occasionally by E-mail Indicator: every candidate receives a message after each step of the selection process
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	They were informed in detail in the process. Indicator: every candidate receives a message after each step of the selection process
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	Normative of staff funded by research projects Indicator: contact person details available
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	Normative of staff funded by research projects. Indicator: EFQM indicators