

5.3.1. UTC's OTM-R checklist

Open, Transparent and Merit-based Recruitment of Researchers – OTM-R checklist

	Open	Transparent	Merit-based	Answer: Yes <i>completely/Yes substantially/ Yes partially/No</i>	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	Yes completely	www.utc.fr/en/utc/an-innovative-model/european-charter-for-researchers.html
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes partially	All the recruitment procedures are on-line and a guide is being drafted.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes partially	Two briefing sessions for the Human Resources Division and the Doctoral School have occurred.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	E-recruitment tools: <i>UTC recrute</i> , <i>SENIORITA</i> (ministerial), <i>GALAXIE</i> (ministerial).
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	Not formalized.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	On 1 January 2018, 26% researchers (tenured and under contract) are foreigners.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes partially	On 1 January 2018, 26% researchers (tenured and under contract) are foreigners.

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8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes partially	On 1 January 2018, 26% researchers (tenured and under contract) are female.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	
10. Do we have means to monitor whether the most suitable researchers apply?				Yes substantially	

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes substantially	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	
14. Do we make use of other job advertising tools?	x	x		Yes substantially	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes substantially	

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Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes substantially	
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes substantially	
18. Are the committees sufficiently gender- balanced?		x	x	Yes substantially	
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	Yes partially	

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	
21. Do we provide adequate feedback to interviewees?		x		No	In progress.
22. Do we have an appropriate complaints mechanism in place?		x		Yes partially	Yes for tenured researchers. In progress for other recruitments.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	Done by the Steering Committee.