TEMPLATE 3 – OTM-R Checklist

Case number: **2021ES590430**

Name Organisation under review: **INSTITUTO DE INVESTIGACIÓN SANITARIA DEL PRINCIPADO DE ASTURIAS - ISPA -**

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-based**	**Answer:** ++ Yes, *completely* +/-Yes, *substantially* -/+ Yes, *partially* -- *No*	***Suggested indicators (or form of measurement)**
OTM-R system					
1. Have we published a version of our OTM-R	x	x	x	++	https://www.ispasturias.es/wp-

Question					Remarks
policy online (in the national language and in English)?					content/uploads/2022/01/ISPA-FINBA-OTM-R-policy.21-01-22.english.pdf https://www.ispasturias.es/wp-content/uploads/2022/01/ISPA-FINBA-Politica-OTM-R.21-01-22.espanol.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?				--	Elaboration of a Standard Operating Procedure (SOP) (action 3 of the Action Plan)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Training activities in the area of OTM-R Indicator: Number of staff following training in the area of OTM-R Preparation of a training guide in the area of OTM-R for the selection committees (action 5 of the Action Plan)
4. Do we make (sufficient) use of e-recruitment tools?	x	x			++	Information via email for (all) the stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?				--	Indicators: Number of meetings in which the SOP is reviewed. Annual report with measurement of specific indicators (Action 6 of the Action Plan)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	The elaboration of a standardized model of job description (English and Spanish versions) will contribute to a more accurate description of the center and the job offers that may help encourage external candidates to apply (action 4 of action Plan) Indicators: Number of job offers published in Euraxess (classified according to R)

					Trend in the share of applicants from outside the organization
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	The elaboration of a standardized model of job description (English and Spanish versions) will contribute to a more accurate description of the center and the job offers that may help encourage candidates from abroad to apply (action 4 of action Plan) Indicator: Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	ISPA has approved a Gender Equality and Diversity Plan:https://www.ispasturias.es/wp-content/uploads/2021/03/I-PLAN-DE-IGUALDAD-Y-DIVERSIDAD-21-22_ISPA-V1-050321-1.pdf Indicator: Trend in the share of applicants among underrepresented groups (frequently to ensure an appropriate gender balance).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?				--	Revise the Human Resources Plan to include the regulation of working conditions (reconciliation of family and work, flexible working, tele-working, ets.) (action 10 of the action Plan) Define a fair evaluation system and a motivating career development program (actions 7 and 11 of the action Plan) Indicator: Compliance or monitoring of the indicators set out in the Action Plan (actions 7, 10 and 11).
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	-/+	We are not regularly monitoring whether the most suitable researchers apply. It is suggested to monitor the following indicators:

					Indicators: Percentage of candidates who meet the requirements established in the job announcements. Percentage of candidates who meet more than 50% of the scale
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	Templates available in Spanish. Current version will be improved and translated to English (action 4) Elaboration of Standard Operating Procedure (action 3)
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Indicator: number of elements referenced/linked
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	We are using Euraxess to publish research vacancies in our center. Some of offers previously published in Euraxess were offered in the FINBA profile of Euraxess (instead ISPA), since FINBA is the managing body of ISPA. To avoid confusion future job offers will be announce in ISPA profile of Euraxess. Indicator: Number/percentage of R1 – R4 vacancies advertised in Euraxess
14. Do we make use of other job advertising tools?	x	x		++	All job offers are being published in the websites of ISPA, FINBA, FICYT and REGIC. Indicator: Number of job positions published in other webs or using other advertising tools
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Candidates has to provide a CV, documents proving the compliance with the requirements and or merits (normally 1-2 docs.). 1 or 2 letters of

					recommendation are also required in some cases Indicator: Number of documents required
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	Guidelines defined in the OTM-R policy document https://www.ispasturias.es/wp-content/uploads/2022/01/ISPA-FINBA-OTM-R-policy.21-01-22.english.pdf A specific guide has to be elaborated (action 5).
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	Guidelines defined in the OTM-R policy document https://www.ispasturias.es/wp-content/uploads/2022/01/ISPA-FINBA-OTM-R-policy.21-01-22.english.pdf A specific guide has to be elaborated (action 5).
18. Are the committees sufficiently gender-balanced?		x	x	++	This is included in the Gender Equality and Diversity Plan of the Center. Currently all committees are gender balanced. https://www.ispasturias.es/wp-content/uploads/2021/03/I-PLAN-DE-IGUALDAD-Y-DIVERSIDAD-21-22_ISPA-V1-050321-1.pdf Indicator: Percentage of men and women on committees. Annual review
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	+/-	Guidelines defined in the OTM-R policy document https://www.ispasturias.es/wp-content/uploads/2022/01/ISPA-FINBA-OTM-R-policy.21-01-22.english.pdf A specific guide has to be elaborated (action 5).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x			++	scores of all candidates are published in the institutional web and they are also informed about the result of the process via e-mail.

				Indicator: Percentage of applicants informed
21. Do we provide adequate feedback to interviewees?		x		-/+	All interviewees are informed about the score obtained in the interview. The provision of a more detailed information regarding strengths and weaknesses will be encouraged in the guide for selection committees (action 5). Indicator: percentage of interviewees informed about the results
22. Do we have an appropriate complaints mechanism in place?		x		++	Complaints are answered in detail upon request. Indicator: Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Indicator: Annual report with measurement of specific indicators (indicated in the Action 6 of the Action Plan).