

OTM-R Checklist

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Name Organisation under review: W. Szafer Institute of Botany Polish Academy of Sciences

Organisation's contact details: Lubicz 46, Kraków, 31-512

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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)
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OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	OTM-R principles were incorporated and published in the document titled „Recruitment package” (https://botany.pl/index.php/en/news-events/405-human-resources-strategy-for-researchers), according to the Action Plan adopted by IB PAS in 2017. A comprehensive OTM-R policy, pursuant to up-to-date guidelines, is currently being formulated and will be published by IB PAS before the end of 2020.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	The procedures and practices have been incorporated into the above-mentioned document “Recruitment package” (https://botany.pl/index.php/en/news-events/405-human-resources-strategy-for-researchers). Moreover, criteria for the recruitment on particular positions have been set forth and published on the IB PAS local network.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	In 2019 IB PAS organized a seminar focused on corrective measures introduced within the scope of HR logo, including recruitment procedures set forth in the “Recruitment package”. There are plans to organize further training on recruitment procedures and regulations in force at IB PAS (aligned with OTM-R) for persons involved in the recruitment process. At least one training session every 3 years.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Information and answers regarding recruitment are provided via e-mail. The Institute uses Euraxess platform. Job interviews are often conducted online (via Skype).
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	It is necessary to devise and implement a quality control system with regard to the recruitment process.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Job postings for research positions are published in Polish and English. They are published on the Public Information Bulletin website and bulletin board at IB PAS. Additionally, IB PAS uses the website of the Ministry of Science and Higher Education as well as Euraxess platform. Moreover, job postings related to running projects are published on the National Science Centre website. Indicator: 6 out of 7 employees were hired using external recruiting.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	All job postings are published in English on the following website www.euraxess.com . Indicator: all of 7 job posting were placed on the platform since 2016.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	Internal regulations at IB PAS currently undergo legislative changes aimed at introducing that aspect.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The Statute and internal regulations effective at IB PAS include rules and policies aimed at providing attractive working conditions covering improving qualifications, flexible working, OHS, etc.
Do we have means to monitor whether the most suitable researchers apply?				-- No	It is necessary to develop a system to monitor the quality of candidates.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	A job posting template for the competition for a research position was introduced by the Order of the Director of IB PAS No. 22/2017. Moreover, we use templates published on Euraxess platform, in the Public Information Bulletin and websites of the Ministry of Science and Higher Education as well as the National Science Centre.
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	Job adds at IB PAS include detailed information on the requirements and working conditions on a given position. Moreover, the candidates are provided with the link to the Institute's website with additional information about IB PAS.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All research vacancies are advertised on the following website: www.euraxess.com . Currently significant majority of applications is submitted by external/foreign candidates. These persons are often employed in connection with projects (see point 6).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Information on competitions for research positions is provided directly to professional research institutions, research clubs and thematic forums.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The candidates are asked to provide only necessary documents for the purpose of the recruitment and concluding agreement.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Internal regulations at IB PAS currently undergo amendments to address this aspect.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Internal regulations in force at IB PAS currently undergo modifications aimed at stabilizing such rules. Some external regulations are involved here as well (rules imposed by funding agency, i.e. National Science Centre).
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	The committee members are according to gender structure of IB PAS.
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	It is regulated by internal regulations in force at IB PAS) and rules settled by funding agency, i.e. National Science Centre.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		X		+/- Yes substantially	Candidates are notified of the recruitment results by phone. Candidates are entitled to ask for providing them with the report on the recruitment process.
Do we provide adequate feedback to interviewees?		X		-- No	Feedback on the conducted job interviews is provided to the candidates by phone.
Do we have an appropriate complaints mechanism in place?		X		-- No	It is necessary to introduce appropriate entries in the information on opening a call for a research position.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Needs drafting.