

TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES353970

Name Organisation under review: NEIKER-Basque Institute for Agricultural Research and Development

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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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*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, <i>substantially</i>	https://neiker.eus/en/HRS4R
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, <i>completely</i>	PGC / MC-04 Personnel: Roles and responsibilities [31/05/2019] PGC / SG-01 Personnel, competencies and awareness [31/05/2019] The Functions Manual will be developed

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	Existence of training programs for OTM-R Number of staff following training in OTM-R Internal Seminar
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes, partially	Web-based tool for (all) the stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	One process and two procedures addressing selection and recruitment
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	Trend in the share of applicants from outside the organisation
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes, partially	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	++ Yes, completely	Trend in the share of applicants among underrepresented groups
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, substantially	Trend in the share of applicants from outside the organisation.
10. Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes, partially	NEIKER researchers contacted by potential IKERBASQUE candidates
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	General bases and specific bases for contracts of indefinite duration for their European diffusion Specific bases for fixed-term contracts for European distribution
12. 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	Generic guide to detail the selection and hiring process
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		+/-Yes, substantially	NEIKER web page LANBIDE IVAP (Basque Institute of Public Administration)
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes, substantially	Development of a platform for submission of applicant's documents
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	Statistics on the composition of panels The calls indicate what types of members should

					be in the court and it also appears in the calls who are
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes, substantially	Include in the Selection Personnel Process a greater detail of the selection part to facilitate applicants' understanding of the process: Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	-/+ Yes, substantially	Ratio of men / women in the set of courts of a given year
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, substantially	In the bases, the evaluation of the merits is clear and in the guide of evaluation of merits, appears the interpretation Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	A letter is sent to the selected candidate and the rest of the candidates appear on the list ordered by score. If the candidates request it, the partial scores are passed to them
21. Do we provide adequate feedback to interviewees?		x		++ Yes, completely	Permanent positions: There is one IVAP person in the interview, where the entire development of the hiring process is explained and the applicants are asked if they want any further clarification Written guidelines
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	In the position advert itself it is explained that claims can be made, as well as the process and the deadline. Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes, substantially	In addition a trial period for researchers incorporating to NEIKER is performed. A performance appraisal is to be launched.