TEMPLATE 3 – OTM-R Checklist

Case number: 2021ES611920

Name Organisation under review: Fundación Canaria Instituto de Investigación Sanitaria de Canarias (FIISC)

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DATE ENDORSEMENT CHARTER AND CODE: 05/03/2021

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 policy online (in the national language and in English)?	x	x	x	*++*	https://fciisc.org/images/Sello_Europeo/Pol%C3%ADticaOTM-R_FIISC_V1.0.pdf https://fciisc.org/images/Sello_Europeo/Pol%C3%ADticaOTM-R_FIISC_V1.0_ENGLISH.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*-/+*	[Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	- Existence of training programs for OTM-R - Number of staff following training in OTM-R

4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Web-based tool for (all) the stages in the recruitment process. https://fciisc.fundanetsuite.com/ConvocatoriasPropias/es/Convocatorias/DesgloseEstadoTipoConvocatoria/OFER The share of job adverts posted on EURAXESS.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Quality Management System Manual including OTM-R revision. Date of the latest internal audit performed
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	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	+/-	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	+/-	Trend in the share of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	Trend in the share of applicants from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	Results on annual revision of OTM-R results.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	-Advertising procedure. -Templates availability.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Number of elements referenced / linked
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	- 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		-/+	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			+/-	Number of documents required
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	Statistics on the composition of panels

17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	+/-	Women %
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	+/-	Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	Applicants informed (%)
21. Do we provide adequate feedback to interviewees?		x		+/-	Applicants informed about the results (%) Feedback to final stages applicants (%)
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Date of the latest revision of the OTM-R results