

## TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review: Universidad Autónoma de Madrid (UAM)

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SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

### 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)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>No, we are working on it (It has not been approved yet by the UAM Governing Board)</i>	[web link]

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>Yes, partially</b>	The UAM is working in a definitive version for approval by the UAM Governing Board. We expect to have it during next year 2019.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes	The working group and the monitoring committee are composed by different type of people, trying to cover all the stakeholders at UAM. It is foreseen to carry out dissemination events for the scientific community.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes	Currently, in some phases of the procedure, UAM uses electronic applications, but not all the phases can be done electronically. The University uses an electronic register for the submission of applications, which is working perfectly.
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	The UAM has a quality unit, which is involved in the HRS4R working group and is working on this issue.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	At present time, some positions are published on international media, like Euraxess or international scientific society's webpages. The UAM is trying to extend this practice to all job offers.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes (-/-)	The institution can calculate the ratio of international researchers hired. However, the UAM does not have this information electronically, so the job would be very tedious.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes (+/-)	There is no restriction in any way to applications in terms of gender, race, or geographical location
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes (+/-)	The UAM is a University of excellent reputation, as shown by rankings.
10. Do we have means to monitor whether the most suitable researchers apply?				No	
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		No	<a href="#">Link a la web</a>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		No	

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 organization/abroad
14. Do we make use of other job advertising tools?	x	x		+/-	Regional Scientific Foundation Scientific Societies
15. Do we keep the administrative burden to a minimum for the candidate?	x			No	
<b>Selection and evaluation phase</b>					
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	No	
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
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		-/+	
21. Do we provide adequate feedback to interviewees?		x		-/+	
22. Do we have an appropriate complaints mechanism in place?		x		+/+	Statistics on complaints
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Monitoring Committee