

OTM-R Checklist

Case number: 2018ES358612

Name Organisation under review: FUNDACIÓN INSTITUTO DE INVESTIGACIÓN SANITARIA ISLAS BALEARES (IdISBa)

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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.

Suggested indicators (or form of measurement)	Open	Transparent	Meritbased	Answer:
OTM-R system				
KPI: web link Current status: the IdISBa OTM-R policy is included in the Research Career Decree that is now going under administrative approval. Once approved (expected April 2019), the policy will be published in the IdISBa website, both in the national languages and in English.	x	x	x	-- No
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	KPI: document and dissemination Current status: the IdISBa OTM-R policy is included in the Research Career Decree that is now going under administrative approval, with expected approval being scheduled for April 2019. It includes the procedures for ensuring OTM-R practices for all types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	KPI: Hours of training in OTM-R; number of staff trained. No training is provided in this aspect at the present, but it is included as an action in the revised Plan.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	KPI: number of e-applications vs. paper applications Although online applications are admitted, there are still some legal and technical limitations to allow for the whole procedure to be digital.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	KPI: Document. All the positions recruited are audited by external entities, due to the public nature of the Institute.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	KPI: % of international applicants The OTM-R policy included in the aforementioned Decree values mobility and eliminates barriers for the application of external candidates.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	KPI: % of international applicants The OTM-R policy included in the aforementioned Decree intends to attract researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	KPI: % of women applicants The OTM-R policy included in the aforementioned Decree promotes equality and non discrimination in the recruitment processes and establishes measures to facilitate the incorporation of women.

	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 partially	KPI: % of external applicants included in the policy mentioned Decree regulates the working conditions in order to improve its attractiveness. Also, the inclusion of social benefits for the IdISBa staff is being negotiated presently with the management.
Do we have means to monitor whether the most suitable researchers apply?				-- No	KPI: % of positions left vacant
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-- No	KPI: Document and dissemination action for this objective will be added in the revised Plan.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	KPI: % of job positions with references included.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	KPI: % of positions in Euraxess At the moment, only selected job offers are advertised through Euraxess.
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	KPI: % of positions advertised through other platforms IdISBa regularly published its job offers in dedicated national and international platforms. The job positions are also advertised through social platforms such as Linkedn, Twitter, etc.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	KPI: Documentation The OTM-R policy included in the aforementioned Decree established an important reduction in the administrative burden for the candidate, as only those applicant that are selected will have to provide the accreditative documentation.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?	x		x	-/+ Yes partially	KPI: Statistics in the composition of panels The aforementioned Decree establishes the rules for the appointment of selection committees for each research career stage.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?	x	x	x	-/+ Yes partially	KPI: Document and dissemination The aforementioned Decree establishes the rules for the composition of selection committees for each research career stage.
Are the committees sufficiently gender-balanced?	x	x	x	-/+ Yes partially	KPI: %women in committees The Research Career Decree establishes the obligation of gender balance for all committees.
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	-- No	KPI: Document and dissemination An action regarding this aspect will be included in the Revised Plan.
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 partially	KPI: % of applicants informed Most resolutions related to job positions advertised are posted in the institutional website.
Do we provide adequate feedback to interviewees?		x		-- No	KPI: % of interviewees with feedback
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	KPI: Document; number of complaints. All recruitment processes include the
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	KPI: Institutional scoreboard The Institutional scoreboard includes indicators regarding HR aspects, including OTM-R.