

Open Transparent Merit based Recruitment

OTM-R matrix

The table below represents the institutional situation against the OTM-R checklist. Column headed “A” stands for “Answer”, and represents the level of implementation of each principle according to the following scale: ++ Yes, completely, +/- Yes, substantially, -/+ Yes, partially, -- No

Nr.	OTM-R System	O	T	M	A	Indicators
1	Have we published a version of our OTM-R policy online (in the national language and in English)?	•	•	•	-/+	Partially
2	Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	•	•	•	-/+	Partially
3	Is everyone involved in the process sufficiently trained in the area of OTM-R?	•	•	•	-/+	Partially
4	Do we make (sufficient) use of e-recruitment tools?	•	•		+/-	https://www.upv.es/entidades/SRH/
5	Do we have a quality control system for OTM-R in place?	•	•	•	++	https://aplicat.upv.es/pegasus-app/public/unit_results/unit.xhtml?harvestId=12&unitId=3
6	Does our current OTM-R policy encourage external candidates to apply?	•	•	•	-/+	http://www.upv.es/entidades/VIIT/info/1030032normalc.html
7	Is our current OTM-R policy in line with policies to attract researchers from abroad?	•	•	•	-/+	http://www.upv.es/entidades/VIIT/info/1030032normalc.html
8	Is our current OTM-R policy in line with policies to attract underrepresented groups?	•	•	•	+/-	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?	•	•	•	+/-	Trend in the share of applicants from outside the organisation
10	Do we have means to monitor whether the most suitable researchers apply?				--	Not implemented
Nr.	Advertising and application phase	O	T	M	A	Indicators
11	Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	•	•		++	https://www.upv.es/entidades/SRH/
12	Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	•	•		+/-	https://www.upv.es/entidades/SRH/
13	Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	•	•		-/+	MSKCA

14	Do we make use of other job advertising tools?	•	•		-/+	Outreach Plans for each Call
15	Do we keep the administrative burden to a minimum for the candidate?	•			-/+	Number of fields to fill in
Nr.	Selection and evaluation phase	O	T	M	A	Indicators
16	Do we have clear rules governing the appointment of selection committees?		•	•	++	https://www.upv.es/entidades/SRH/
17	Do we have clear rules concerning the composition of selection committees?		•	•	++	https://www.upv.es/entidades/SRH/
18	Are the committees sufficiently gender-balanced?		•	•	-/+	https://www.upv.es/entidades/SRH/
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?			•	++	https://www.upv.es/entidades/SRH/
Nr.	Appointment phase	O	T	M	A	Indicators
20	Do we inform all applicants at the end of the selection process?		•		++	https://www.upv.es/entidades/SRH/
21	Do we provide adequate feedback to interviewees?		•		+/-	https://www.upv.es/entidades/SRH/
22	Do we have an appropriate complaints mechanism in place?		•		-/+	Statistics of complaint
Nr.	Overall assessment	O	T	M	A	Indicators
23	Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Not implemented