

Open Transparent Merit based Recruitment

OTM-R matrix

The table below represents the institutional situation against the OTM-R checklist. "Answer" represents the level of implementation of each principle according to the following scale: ++ Yes, completely, +/- Yes, substantially, -/+ Yes, partially, -- No

No.	Question	Open	Transparent	Merit-based	Answer	Indicator
1	Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes, completely	UPV's OTM-R policy is published in English and Spanish. Both guides can be downloaded from the Human Resources Strategy for Researchers (UPV) web: https://hrs4r.blogs.upv.es/otm-r/ and https://hrs4r.blogs.upv.es/en/otm-r-2/
2	Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes, partially	partially
3	Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	partially
4	Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	UPV uses a web-based tool for its recruitment processes. https://sede.upv.es/oficina_tactical/?idioma=en#/inicio
5	Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	Since 2014, UPV has been conducting applicant satisfaction surveys to obtain feed-back on the recruitment process. These surveys are on 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?	x	x	x	++ Yes, completely	Spain has a national plan to attract and retain scientific talent, and UPV has joined it. https://www.upv.es/entidades/VINV/menu_urlc.html?entidades/VINV/info/U0915095.pdf Moreover, UPV is encouraging external candidates to apply by publishing its recruitment offers on EURAXESS. https://www.euraxess.es/partnering/organisations/profile/universitat-politecnica-de-valencia-11

7	Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	As part of UPV's unwavering commitment to the HRS4R strategy of excellence, our institution's selection and recruitment processes are guided by a set of fundamental principles. These principles ensure equal access to job opportunities for everyone, which is in line with the constitutional principles of equality, merit, and ability. We adhere to all national and international regulations, including the European Charter for Researchers and the Code of Conduct for Recruitment, for all staff, regardless of their professional category.
8	Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	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	The department, centre or research group that post an offer will typically acknowledge if they have attracted the most qualified candidates available on the job market.
11	Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	All research positions are advertised following national guidelines and templates on EURAXESS: https://www.horizonteeuropa.es/guia-de-publicacion-de-ofertas-de-personal-docente-e-investigador-en-euraxess-jobs At an institutional level, all positions are published following the same guidelines on the contents that should be presented in the job applications.
12	Do we include in the job advertisement	x	x		+/-Yes, substantially	A toolkit for job applications has been published: https://hrs4r.blogs.upv.es/personal-investigador-trabaja-con-nosotros/ . Currently it is in Spanish, but it is being translated into

	references/links to all the elements foreseen in the relevant section of the toolkit?					English at this moment. UPV is continually working to provide more information on the recruitment process.
13	Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	Since July 2024, all offers that depend on the Vice-rectorate for Research are published on EURAXESS. HR is also publishing the offers that they manage starting on September 2024.
14	Do we make use of other job advertising tools?	x	x		-/+ Yes, partially	Outreach Plans for each Call
15	Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes, partially	Documentation is uploaded to the e-application system, and candidates do not have to physically provide it until they sign a contract.
16	Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	All selection processes have selection committees composed of members who will act in accordance with the principles set out in the Code of Conduct for Recruitment, respecting the principle of impartiality and ensuring equal treatment and non-discrimination of any kind in the exercise of their duties. UPV OTM-R summarises the rules for the appointment: https://hrs4r.blogs.upv.es/otm-r/ and https://hrs4r.blogs.upv.es/en/otm-r-2/
17	Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	All selection processes have selection committees composed of members who will act in accordance with the principles set out in the Code of Conduct for Recruitment, respecting the principle of impartiality and ensuring equal treatment and non-discrimination of any kind in the exercise of their duties. UPV OTM-R summarises the rules for the appointment: https://hrs4r.blogs.upv.es/otm-r/ and https://hrs4r.blogs.upv.es/en/otm-r-2/
18	Are the committees sufficiently gender-balanced?		x	x	-/+ Yes, partially	All selection processes have selection committees composed of members who will act in accordance with the principles set out in the Code of Conduct for Recruitment, respecting the principle of impartiality and ensuring equal treatment and non-discrimination of any

						kind in the exercise of their duties. UPV OTM-R summarises the rules for the appointment: https://hrs4r.blogs.upv.es/otm-r/ and https://hrs4r.blogs.upv.es/en/otm-r-2/
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, completely	All selection processes have selection committees composed of members who will act in accordance with the principles set out in the Code of Conduct for Recruitment, respecting the principle of impartiality and ensuring equal treatment and non-discrimination of any kind in the exercise of their duties. UPV OTM-R summarises the rules for the appointment: https://hrs4r.blogs.upv.es/otm-r/ and https://hrs4r.blogs.upv.es/en/otm-r-2/
20	Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	All relevant information for each call and all resolutions are published on the HR and Vice-rectorate for Research websites.
21	Do we provide adequate feedback to interviewees?		x		+/-Yes, substantially	All applicants can access their merits evaluation and may appeal the decision regarding their scores.
22	Do we have an appropriate complaints mechanism in place?		x		+/-Yes, substantially	Applicants can appeal the Committee's decisions. They may do so even after the process has concluded by a contentious-administrative appeal, before the competent body of the Contentious-administrative jurisdiction within 2 months from the date of publication.
23	Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Not implemented