# TEMPLATE 3 - OTM-R Checklist

| OTM-R checklist for organisations | Open | Trans-parent | Merit-based | Answer:<br>++ Yes, *completely*<br>+/-Yes, *substantially*<br>-/+ Yes, *partially*<br>-- *No* | *Suggested indicators (or form of measurement) |
|---|---|---|---|---|---|
| **OTM-R system** | | | | | |
| 1 Have we published a version of our OTM-R policy online (in French and English)? | x | x | x | -- | -Development of our OTM-R policy<br>-Publication on our website of the OTM-R policy (in French and English) once it has been drawn up |
| 2. Do we have an internal guide that clearly presents/defines OTM-R procedures and practices for all types of positions? | x | x | x | -- | -Implementation of an internal guide.<br>-Distributed to the whole community (+ posted online).<br>-Annual update of the guide. |
| 3 Are all the people involved in the process adequately trained in OTM-R? | x | x | x | -- | - Establishment of a training path/programme dedicated to the OTM-R<br>- Number of sessions offered and number of participants.<br>- Number and rate of selection committee chairmen trained/aware of OTM-R. |
| 4. Are we making (sufficient) use of online recruitment tools? | x | x | | -/+ | -Teachers-researchers (EC) holders: everything is paperless via Galaxie<br>-Contract researchers and contract administrative support staff: online publication on the university website.<br>- Dematerialised recruitment platform project |
| 5. Have we implemented quality control for OTM-R? | x | x | x | -- | - Permanent Teachers-researchers: process described in circular<br>- Contract workers: writing procedures |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | -- | - Change in the proportion of external candidates applying/recruited.<br>- Call for young researchers (CPJ): number of positions offered each year and number of young researchers recruited |
| 7. Is our current OTM-R policy in line with policies aimed at attracting foreign researchers? | x | x | x | -- | - Trend in the proportion of foreign candidates applying/recruited. |
| 8. Is our current OTM-R policy in line with policies to attract under-represented groups? | x | x | x | -- | - Change in the proportion of female and male candidates.<br>- Growth in the number of women PUs.<br>- Change in the number of women in unit management, research project management and HDR. |
| 9. Is our current OTM-R policy in line with policies aimed at offering attractive working conditions? | x | x | x | -/+ | - Changes in the proportion of applicants from outside the university<br>- Systematic description of the working environment in job offers (crèche, maternity leave replacement for teaching, CRCT, bonuses, SUAPS, cultural offer, etc.). |
| 10. Do we have the means to check that the most qualified researchers are applying? | | | | -- | - Increase in the number of applications matching the positions offered.<br>- Number of internship renewals.<br>- Number of renewals/recruitments refused at the end of the probationary or trial period |
| **Advertising and application phase** | | | | | |
| 11. Do we have clear guidelines or models (e.g. EURAXESS) for advertising jobs? | x | x | | -/+ | - Creation of job description templates for publication on Euraxess.<br>-Publication of jobs (FR/EN) on Euraxess |

| Question | | | | | | Comments |
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| 12. Do we include in the job offer references/links to all the elements provided in the relevant section of the toolbox? | x | x | | | -/+ | -Offers for tenured Teachers-researchers (Galaxie) and BIATSS (MESRI directives) very restricted<br>- Contract staff: drafting of a framework document to introduce a standardised procedure and job descriptions that take account of the elements in the OTM-R toolbox. |
| 13. Are we making full use of EURAXESS to ensure that our research job vacancies reach a wider audience? | x | x | | | +/- | Yes for tenured Teachers-researchers (Galaxie points to Euraxess but not bilingual)<br>- Evolution of the proportion of job offers (FR/EN) published on EURAXESS.<br>- Change in the proportion of candidates recruited from outside the institution/abroad. |
| 14. Do we use other tools to publish job offers? | x | x | | | +/- | - Tenured Teachers-researchers: Galaxie + LinkedIn for URs, Indeed: number of vacancies published via these platforms<br>-BIATSS: Place de l'emploi public + Pôle emploi + LinkedIn, Indeed: number of vacancies published via these platforms |
| 15. Are we minimising the administrative burden on applicants? | x | | | | -/+ | - Tenured Teachers-researchers: Galaxy and electronic channel<br>- Contract staff: Implementation of a dematerialised recruitment platform (job offers, submission of applications, standardised acknowledgements of receipt, etc.). |
| **Selection and evaluation phase** | | | | | | |
| 16. Do we have clear rules on the appointment of selection committees? | | x | x | | +/- | Yes for tenured Teachers-researchers.<br>No for contract staff :<br>- Drafting of a framework document.<br>- Statistics on the composition of selection panels |
| 17. Do we have clear rules on the composition of selection committees? | | x | x | | +/- | Yes for tenured<br>No for contract staff: implementation of a framework document (drafting of guidelines). |
| 18. Are the committees sufficiently gender-balanced? | | x | x | | +/- | Yes for tenured Teachers-researchers<br>No for contract staff: implementation of a framework document (drafting of guidelines). |
| 19. Are there clear guidelines for selection committees to judge "merit" in a way that leads to the selection of the best candidate? | | | x | | +/- | Licensees: procedure + forthcoming best practice guide to limit selection bias.<br>Contract workers: no (but good practice guide)<br>Drafting of guidelines. |
| **Appointment phase / Phase de nomination** | | | | | | |
| 20. Do we inform all candidates at the end of the selection process? | | x | | | +/- | Tenured Teachers-researchers: yes (Via Galaxie)<br>Contract staff: no; introduction of an online recruitment platform with automatic response. |
| 21. Do we provide adequate feedback to respondents? | | x | | | -/+ | - Tenured Teachers-researchers: responses on request to COS directors<br>-Contract staff: introduction of a framework document |
| 22. Have we set up an appropriate complaints mechanism? | | x | | | -- | -Statistics on the number of complaints |
| **Overall assessment** | | | | | | |
| 23. Do we have a system in place to assess whether the OTM-R is achieving its objectives? | | | | | -- | -Assessment of the progress made in achieving the objectives set out above and the actions programmed as part of the OTM-R. |