Human Resources Strategy for Researchers (HRS4R).
Institut d'Investigació Sanitaria Pere Virgili (IISPV)

➢ OTM-R Checklist

OTM-R checklist for organisations					
	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* *+/-Yes, substantially* *-/+ Yes, partially* *-- No*	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	*++ Yes, completely*	IISPV has an internal recruitment policy that is available on the following website: https://www.iispv.cat/hrs4r-hr-excellence-research/ This policy follows OTM-R principles. The next steps will be to create a guide with the different stages of the recruitment and hiring process at IISPV and a FAQs document for the applicants.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*++ Yes, completely*	We have an internal guide setting out clear OTM-R procedures and practices for all types of positions.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+Yes, partially*	We will organise the participation in a recruitment and selection course for all the personnel who are, or could be, involved in a selection process.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*++Yes, completely.*	The IISPV publishes job offers on different websites and in different languages. https://euraxess.ec.europa.eu/jobs, www.iispv.cat, www.biocat.cat, https://www.rediris.es/list/sdis/ofer-trabec/; https://regic.org/bolsa-de-trabajo/ Email, video conferencing and various online tools are used.
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+Yes, partially*	We currently have a quality control system using indicators, but we need to develop and implement a more comprehensive quality control system.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*++ Yes, completely*	IISPV is in line with policies to attract external candidates, job offers are published on several social networks and platforms.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*++ Yes, completely*	All researcher job vacancies are advertised in English and we have a section on our website that explains all the assistance that we can

					provide to an external candidate once they arrive at IISPV. All R1-R4 offers are published in Euraxess. We track them by calculating the indicator that indicates the trend in the share of applicants from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/-Yes, substantially*	Applications from underrepresented groups are welcomed at IISPV. We do not have any indicator about underrepresented group applications. The indicator manual will be expanded.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+Yes, partially*	A scientifically stimulating and creative environment encouraging innovation. Intensive training in technical and soft skills, complementary to excellent scientific training. Access to conciliation measures such as a flexible timetable, teleworking, and other measures to allow work and family life to be balanced. The professional career has been developed following the European Union guidelines. A remuneration policy remains to be worked on, which will also be reflected in the next labour agreement that is being worked on jointly with the rest of the research institutions in Catalonia.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+Yes, partially*	We have prepared a table of indicators to fill in after each call and analyse the results, but monitoring whether the most suitable researchers apply is extremely complicated.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*++ Yes, completely*	We have a vacancy template for advertising positions for every job position (R1, R2, R3, R4).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		*-/+Yes, partially*	We include references to elements foreseen in the chapter 4.4.1. of the OTM-R in the job advertisement. We have also prepared a report with a recompilation of relevant information about the advantages of working in our area.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*++ Yes, completely*	We calculate the share of job adverts posted on EURAXESS, we calculate the trend in the share of applicants recruited from outside the organization/abroad and all our job offers of researchers are posted on Euraxess.

Question				Assessment	Comments
14. Do we make use of other job advertising tools?	x	x		*++ Yes, completely*	IISPV uses a variety of tools and channels to disseminate the job offers and international calls such as IISPV webpage, Euraxess, other national and international advertising tools, universities, professional associations and also social networks. www.iispv.cat, www.biocat.cat, https://www.rediris.es/list/sdis/ofer-trabec/ https://regic.org/bolsa-de-trabajo/ https://es.linkedin.com/
15. Do we keep the administrative burden to a minimum for the candidate?	x			*++ Yes, completely*	Candidates complete the application through our e-recruiting tool, which is very simple and user friendly. Our selection processes ensure a minimum administrative burden for the candidate.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	*++ Yes, completely*	Statistics on the composition of panels are regulated in our selection committee policy.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*++ Yes, completely*	This is regulated in our selection committee policy.
18. Are the committees sufficiently gender-balanced?		x	x	*++ Yes, completely*	This is regulated in our selection committee policy. IISPV complies with gender balance in all selection committees.
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*	We have a selection committee policy, a recruitment policy and we follow the guidelines and a video from CERCA on Recruitment Bias in Research Institutes.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*++ Yes, completely*	We notify the candidates at the different phases of the selection process via email.
21. Do we provide adequate feedback to interviewees?		x		*-/+Yes, partially*	We inform all candidates of the result of the selection process, and we provide general information about their strengths and weaknesses. The next step is work about provide more specific information about each candidate.
22. Do we have an appropriate complaints mechanism in place?		x		*-/+Yes, partially*	We have not implemented a complaints mechanism. However, we are currently elaborating it, and our intention is to implement it the next months.
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*No*	In the next step we will work on this, as it is our aim