OTM-R checklist for ITE

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]

	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	++	OTM-R policy on ITE website: http://www.charter-researchers.ite.waw.pl/rekrutacja.html http://www.charter-researchers.ite.waw.pl/en/recruitment.html
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Ordinance of the Director of February 26th 2016, e-mail sent to all staff on February 2016. An improved internal guide setting out clear and explicit rules and procedures for the recruitment of all researcher positions (R1-R4) will be established.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	The training was provided to all members of the selection committees. New persons involved in the recruitment process will be trained successively.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	Applications can be send by e-mail. We plan to introduce e-recruitment in ITE.
5. Do we have a quality control system for OTM-R in place?	x	x	x	—	We plan to constitute a commission to monitor the quality of OTM-R.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	ITE advertises on its own web page, Euraxess and on the website of the Ministry of Science and Higher Education.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	ITE advertises on its own web page, Euraxess and on the website of the Ministry of Science and Higher Education.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	We have very balanced representation of all groups of candidates.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes - according to 2018 Researcher survey results.

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[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

10. Do we have means to monitor whether the most suitable researchers apply?				-/+	With the introduction of e-recruitment ITE will be able to monitor all applications.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	We have templates for advertising positions in Polish and in English.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [*see Chapter 4.4.1 a) of the OTM-R expert report[2]*]	x	x		+/-	More elements should be included in the job advertisements. We are working on it.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	100% job adverts are posted on Euraxess.
14. Do we make use of other job advertising tools?	x	x		++	Job adverts are posted on the website of the Ministry of Science and Higher Education in Poland.
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			++	We collect minimum documents. In case of foreign candidates interview by telephone or skype is possible.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x	++	Internal regulations. The selection committees are appointed in relation to particular job competitions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	Written guidelines in Polish. To be prepared and published in English.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	There is very often woman representative in the committee. An amendment to the Ordinance of the Director that the Selection Committee must consist of both male and female representatives will be introduce.
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	+/-	Written guidelines in Polish. To be prepared and published in English.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	We send individual e-mails to all applicants.
21. Do we provide adequate feedback to interviewees?		x		++	If feedback is requested it is provided by the Selection Committee.
22. Do we have an appropriate complaints mechanism in place?		x		+/-	There have been no complaints so far. We intend to develop the separate complains mechanism dedicated to the recruitment process.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	We plan to introduce annual reports on recruitment (statistics about candidates and recruitment committees).

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[2] *http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*