

HR STRATEGY FOR RESEARCHERS

OTM-R PRINCIPLES

October 2020

**Centre for Research in Agricultural Genomics
CSIC-IRTA-UAB-UB**



CRAG CHECK LIST: OTM-R PRINCIPLES

	Open	Transparent	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	https://www.cragenomica.es/sites/default/files/2019-06/Recruitment%20Policy%20for%20Research%20Staff.pdf <i>NOTE: The CRAG OTM-R policy is written in English, which is the language used for all research personnel recruitment processes.</i>
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	Date of latest update: 25 th June 2019. The guide was sent to all the Researchers by email. In addition, the internal recruitment guide was discussed in the researchers meeting on 4 th July 2019.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	NO	Action to be developed in the new HRS4R Action Plan 2021-2023
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	YES Completely	Web-based tools for all the stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	X	X	X	NO	
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	YES Completely	Percentage of applications from outside the institution
7. Is our current OTM-R policy in line	X	X	X	YES Completely	Percentage of applications from abroad. Percentage of

with policies to attract researchers from abroad					recruitments from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	YES Completely	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 Completely	Percentage of recruitments from outside the institution and from abroad.
10. Do we have means to monitor whether the most suitable researchers apply?				YES	
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		YES	Updated 25 th June 2019 with the policy and guide.
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)]	X	X		YES	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		YES	<ul style="list-style-type: none"> - The share of job adverts posted on EURAXESS; included in the policy. - Trend in the share of applicants recruited from outside the institution/abroad
14. Do we make use of other job advertising tools?	X	X		YES	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			YES	
Selection and evaluation phase					
16. Do we have clear rules governing		X	X	YES	Included in the Guidelines

the appointment of selection committees? [see Chapter 4.4.2 a)]					
17. Do we have clear rules concerning the composition of selection committees?		X	X	YES	Included in the Guidelines
18. Are the committees sufficiently gender-balanced?		X	X	YES Substantially	Panels have to consist of a minimum of three members and have to include both women and men. Even-numbered-member panels should include 50-50 representation of W and M.
19. Do we have clear guidelines for selection committees that help to judge 'merit' in a way that leads to the best candidate being selected?			X	YES Substantially	General instructions included in the Guidelines and evaluation forms. Each institutional recruitment program (e.g., CRAG SO PhD fellowships, MSCA COFUND AGenT postdoctoral program, CRAG Junior Group Leader calls) has specific evaluation criteria for "merit" that the selection committees receive in advance.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		YES Completely	
21. Do we provide adequate feedback to interviewees?		X		YES Partially	
22. Do we have an appropriate complaints mechanism in place?		X		YES Partially.	Action to be developed in the new HRS4R Action Plan 2021-2023
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				NO	