

CRAG CHECK LIST: OTM-R PRINCIPLES

Open, Transparent, and merit-based recruitment

Updated plan 2024-2026

	Open	Transp arent	Merit- based	Answer: Yes completely Yes substantially Yes partially No	Suggested indicators (or form of measurement). Comments
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	Recruitment Policy for Research Staff was created in March 2019 approved by our Director and General Manager. The document was published in our web site and in our current intranet. https://www.cragenomica.es/human-resources-strategy-for-researchers
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. HR continues to reinforce the OTMR principles during all the recruitment efforts.

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- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

					By creating comprehensive job descriptions (2023-2024) for all positions at CRAG, we aim to further strengthen the profiles of researchers within our framework, thereby enhancing our recruitment procedures and practices. Additionally, we have developed a new guide for international recruitment of researchers, which serves to reinforce the competencies of potential candidates
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes partially	<p>Action to be developed in the new HRS4R Action Plan 2021-2023.</p> <p>Training course done in 2022: "The Scientific Recruitment Process" with 90% of principal researcher's attendance.</p> <p>Providing a new guide for interviewers specifically tailored for international recruitment processes (2023 https://www.cofund-replant.eu/)</p> <p>Implementation of new internal HR processes in 2023, such as a new form for eligibility criteria and additional points for OTM-R compliance before and after interviews, to reinforce current policies.</p> <p>Commitment to further improvement in the upcoming HRS4R plan for 2024-2026, indicating a continuous effort to strengthen training in OTM-R</p>
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes substantially	<p>In 2022, a new recruitment e tool at CRAG was created (CRAG JOBS) for all selection process and for all stages.</p> <p>New action to develop deeply the evaluation of the candidates and reports will be planned to improve for 2024-2026.</p>

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5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes partially	<p>CRAG need to improve the CRAG JOBS e-tool created on 2022, for future indicators, and eligibility criteria.</p> <p>In 2023, new internal HR processes include a new form for eligibility criteria, 3 points up before the interview and after. Reinforcing our current policy. It was and standardized, monitor and tracking system; we desire in the future this track system included in CRAG JOBS.</p> <p>In the new plan 2024-2025 we are going to improve our internal jobs tool.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes Completely	<p>Our job ads are mostly published in English, just a few for administration and local processes are in Catalan.</p> <p>We use EURAXESS publication.</p> <p>Our percentage of applications from outside the institution was highest in 2023 due to the launch of two international programs: COFUND – AGENT for Postdocs and REPLANT for PhDs.</p> <p>https://www.cofund-replant.eu/ https://www.cofund-agent.eu/</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad	X	X	X	Yes substantially	<p>We need to show in our job adds that CRAG provides external partner to facilitate visa processes.</p> <p>Indicators: Percentage of applications from abroad. Percentage of recruitments from abroad.</p>

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8. Is our current OTM-R policy in line which policies to attract underrepresented groups?	X	X	X	Yes substantially	<p>We monitor the trend in the proportion of applicants from underrepresented groups over time. This involves tracking changes in the diversity of applicants to assess the effectiveness of our efforts and identify any needed improvements in our recruitment strategies.</p> <p>Annual report on the percentage of applicants from underrepresented groups, comparing year-over-year data to evaluate the impact of our recruitment policies.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes substantially	<p>Working conditions are updated annually by our Welcome Guide in our intranet.</p> <p>Additionally in our job adds we describe our flexible working hours, our teleworking and awareness and commitment with this improvement.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				Yes partially	<p>Our current recruitment tool measure: gender, nationality.</p> <p>Within the new plan, new monitoring recruitment system could include indicators for application of the most suitable researchers.</p> <p>The evaluation of the criteria published is followed by evaluators / selection panel.</p>
<p>Advertising and application phase</p>					

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11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes completely	Updated 25 th June 2019 with the policy and guide. New updated was created in 2023, and yearly bases improvements in our templates are done by HR area. HR leads and monitor the recruitment phase.
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 substantially	Some information is provided, including HRS4R web site.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes completely	CRAG job adds for researchers are published in Euraxess. Additionally, CRAG follow up compliance and recommendations from the Catalan government guarantee the principles of concurrence, publicity, and merit in accordance with the legislation <i>Estatut personal public</i> and the Spanish science law.
14. Do we make use of other job advertising tools?	X	X		Yes completely	Job ads are published in social networks such as LinkedIn. Additionally in others advertising tools (private or public ones)
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes substantially	Candidates submit the PDF CV in our recruitment e-tool including presentation and contact referee. https://recruitment.cragenomica.es/

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Selection and evaluation phase

<p>16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]</p>	X	X	Yes substantially	<p>Included in the Guidelines. Recruitment Policy for Research Staff includes Panel selection process.</p> <p>The Recruiter and the HR Unit will choose the best strategy to advertise the job position and decide the time of the advertisement. Depending on the nature of the position, the Recruiter will define the composition of the Selection Committee. Gender balance and/or women representation will be mandatory in all Selection Committees.</p>
<p>17. Do we have clear rules concerning the composition of selection committees?</p>	X	X	Yes completely	<p>The Selection Committee should be composed by at least 3 members, and its specifics will depend on the position and the type of selection process. Selection Committee members should not have any conflict of interest and their decisions must be objective and evidence based, rather than based on personal preferences.</p>
<p>18. Are the committees sufficiently gender-balanced?</p>	X	X	Yes Substantially	<p>Panels consist of a minimum of three members and must include both women and men. Even-numbered-member panels should include 50-50 representation of W and M.</p> <p>A video from CERCA institution on "Recruitment Bias" was circulated to all members of selection panels.</p>
<p>19. Do we have clear guidelines for selection committees that help to judge</p>		X	Yes Substantially	

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'merit' in a way that leads to the best candidate being selected?					<p>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.</p> <p>Guideline for interviewers regarding research positions competences will be developed.</p>
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Appointment phase

20. Do we inform all applicants at the end of the selection process?		X		Yes Completely	All the applicants receive automatically from e-tool a notification of selected / rejected.
21. Do we provide adequate feedback to interviewees?		X		Yes Partially	Shortlisted candidates, the last stage of recruitment process receive feedback, nevertheless a new action will improve this part including strengths and weakness of the application.
22. Do we have an appropriate complaints mechanism in place?		X		Yes Partially	<p>Action to be developed in the new HRS4R Action Plan 2021-2023 not created.</p> <p>A system to monitor complaints should be defined. We currently have a bottom showing that HR is in charge.</p> <p>Nevertheless, with the new development of the CRAG JOBS TOOL, we will manage to ensure a transparent mechanism with final reports.</p>

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Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	<p>Currently, we have some mechanisms in place to evaluate the effectiveness of our OTM-R policies, specifically in Human Resources unit. New HR Talent was recruit in 2023 to ensure recruitment systems and other talent processes. However, we recognize the need for a more comprehensive assessment system.</p> <p>Develop Comprehensive Monitoring System: By 2025, implement a robust system for continuous monitoring and evaluation of OTM-R policies, including regular audits and detailed reports on key performance indicators.</p>

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