Open, Transparent and Merit-based Recruitment of Researchers
OTM-R
Checklist for Institutions

	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.iimcb.gov.pl/en/institute/hr-excellence
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	The latest revision of the guide was introduced on 16th of November 2018. The procedures are developed as a presentation with attachments, the entire document consists of the following elements: IIMCB recruitment rules, job offer template, recruitment protocols. The documents were sent to all IIMCB employees. All forms are available for download at the intranet and official IIMCB website. The procedures have been promulgated exclusively in English, which is a compulsory and working language at the Institute. We don't have procedures in Polish language.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes completely	The recruitment process involve active participation of individual lab and project managers and designated employees of the Human Resources Unit. Nothwithstanding general rules available to all IIMCB employes, for each recruitment HR Unit dedicated employee

Question					
					communicates to involved parties all necessary documents and steps in the given recruitment process. Besides, HR personnel monitor these processes on an ongoing basis, and check their compliance with The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers, as well as with the rules of external granting institutions.
4. Do we make (sufficient) use of e- recruitment tools?	x	x		Yes substantially	In our recruitment processess we make use of a wide range of Internet websites to announce open positions, such as: IIMCB webiste and Euraxess (both are a must), granting institutions' websites and other. We do not have special recruitment tools. Candidates send to us their applications to an e-mail address dedicated for recruitment processes. For each recruitment, the HR staff prepares the list of candidates meeting the formal criteria for the project manager and the Recruitment Committee. The candidates who proceed to an interview are those selected by the Recruitment Committee. Recruitment Committee is appointed separately for each recruitment process. We have also developed templates for recruitment reports, which provide the criteria used for candidates' assessment. Depending on the future needs and financial possibilities we may envisage introduction of an internal e-recruitment tool/s.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes partially	HR staff maintain databases in which they provide information on the recruitment process. These databases were introduced in November 2018 and are continously developed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	All job announcements are published in English and posted at various sites and portals with international reach, including EURAXESS, EMBO, LinkedIn, Facebook site of the Institute. Moreover, Lab Leaders and employees use their professional contacts to send out job advertisements to researchers and research centers abroad. Every advertisement contains information about English being a working language at IIMCB and professional English-speaking administrative personel.

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	Yes, statistics from the last recruitment process for the position of a PhD student show that 74% of the total number of applications were sent by foreign candidates.. Foreigners account for about 24% of the total number of researchers, including: 25% - are in stage R3 or R4, 20% - are in stage R2, 33% - are in stage R1
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Yes, 45% of the total number of scientists are women
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	The majority of applications are sent to us come from foreign candidates, mainly we approache candidates from India and other countries outside the EU, including Pakistan, Iran, etc.More than 60% of recruited staff comes from the outside/abroad.
10. Do we have means to monitor whether the most suitable researchers apply?					Most of the candidates fulfill the formal criteria which make us belive that the job advertisments are written in a clear way. Therefore, at this very moment we don't see the need to introduce monitoring for the matter in question.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	The template has been created as an attachment to recruitment procedures. The form has been sent to all employees of the Institute. It is available to all on the Institute's intranet site.
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 completely	All advertisements includes those links
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	Since IIMCB is in the HRS4R all job announcements for research positions are posted on EURAXESS. At the same time more than 60% of recruited staff comes from the outside/abroad.
14. Do we make use of other job advertising tools?	x	x		Yes partially	Since November we have expanded the number of portals where we post our job advertisements. We purchased access to the biotechnologia.pl portal, dedicated to the scientific community. The portal is run in two language versions – Polish and English. The

					Institute's profile appears in each job offer. It contains a description of IIMCB's activities, equipment, scientific profiles of individual laboratories and information on research projects. We are currently in the process of developing profiles of the Institute in career bureaus of universities which are valuable targets in attracting MSc and future PhD students. In the coming years, depending on available funds, we plan to purchase a long-term subscribtion for publishing announcements in prestigious international research related Internet sites.
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes completely	Yes, definitely the administrative burden is on us :-). We help candidates at every step: At the recruitment stage: candidates from abroad do not have to travel to an interview. The Recruitment Committee interviews foreign candidates via Skype, after arranging a convenient time with the candidate. At the stage of organizing the arrival/stay: Within the HR Unit the Institute has set up a dedicated desk to support foreign researchers. The person employed in this position helps in preparing the documents necessary for a visa,finding of accomodation, legalizing of the stay, obtaining all other documents and insurance required by Polish law. At the stage of getting employment: HR employees and administration staff of specific laboratories help in fulfilling all the formalities. The documents are always drawn up in two language versions.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes partially	We don't provide any statistics. For that moments experts from a given scientific discipline are appointed to the Recruitment Committee, i.e. those whose knowledge and competences allow for substantive assessment of candidates. The composition of Recruitment Committees is approved by the IIMCB Directors.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	The rules have been announced in recruitment procedures. Additional criteria are set out in the competition documentation of the research projects pursued at IIMCB.

Question					Comments
18. Are the committees sufficiently gender- balanced?		x	x	Yes substantially	The recruitment procedure includes information on the need to apply the gender-balance rule. It is not always possible, due to the availability of experts in a specific scientific discipline.
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 partially	In our protocols we have introduced selection criteria that are in compliance with project requirements and with the rules of The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes substantially	Yes. Until Nov. 2018 all recruitment processess were carried out within particular laboratories or units. Since Nov. 2018 this process has been centralized in the the HR Unit which assures that all elements of the recruitment process are in place, including informating all applicants at the end of the selection process. All advertisements include the formula that 'we will contact only selected candidates". Then, all candidates receive kind confirmation about the receipt of their application. At this stage they are also informed that they will be contacted only in case of invitation for an interview. Then, only selected candidates are invited to the interview. After the round of interviews is concluded, candidates who participated are informed about the results of interview. We are working on the final format of the feedback to candidates.
21. Do we provide adequate feedback to interviewees?		x		Yes completely	This information is provided only to those who were invited for a recruitment interview. The Head of Recruitment Committee is responsible for sending out the feedback.
22. Do we have an appropriate complaints mechanism in place?		x			According to internal regulation Decision No. 2/2017 on appointing a new person the Ombudsman for Researchers at the International Institute – we have provided appropriate procedures, in the form of ombudsman to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s). Such procedures provide all research staff with confidential and informal assistance in resolving work - related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment. To avoid conflict of interest we appointed two Ombudsmen at IIMCB - one being

					a researcher for complaints/conflicts among administrative staff memebers, and one administration representative for researchers.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					All the elements put in place at IIMCB described above are monitored at every stage and regularly and all this serves OTM-R. We still plan to develop a gender/equal opportunities element to the functionning of the Institute, including recruitmement processes.