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**Important message to institutions:**

**Site Visits:** All HRS4R in-house audits planned for 2020 Q4 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed to early spring 2021. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

## OTM-R Checklist

**Case number:** 2020ES568291**Name Organisation under review:** Institut Universitari d'Investigació en Atenció Primària Jordi Gol (IDIAP Jordi Gol)**Organisation's contact details:** Gran Via de les Corts Catalanes, 587; Àtic, Barcelona, Catalunya, 08007**Date endorsement charter and code:** 16/03/2017

## Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- 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.

**Suggested indica  
(or form of  
measurement)**

**Open    Transparent    Meritbased    Answer:**

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 OTM-R system

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**Suggested indicators  
(or form of measurement)**

|   | Open | Transparent | Meritbased | Answer:           |   |
|---|------|-------------|------------|-------------------|---|
| Have we published a version of our OTM-R policy online (in the national language and in English)?         | x    | x           | x          | ++ Yes completely | English version available at:<br><a href="https://www.idiapjg/index.php/en/idiapjg/about-idiap?id=">https://www.idiapjg/index.php/en/idiapjg/about-idiap?id=</a>    |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x    | x           | x          | ++ Yes completely | Current Strategic F 2017-2020 Last ve procedure PR07 o recruitment, Decem 2019  |
| Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x    | x           | x          | -/+ Yes partially | - Existence of train programmes for O<br>- Number of staff following trainign in OTM-R  |
| Do we make (sufficient) use of e-recruitment tools?   | x    | x           |            | ++ Yes completely | IDIAPJGoI website<br><a href="https://www.idiapjg/index.php/en/idiapjg/work-with-us">https://www.idiapjg/index.php/en/idiapjg/work-with-us</a> ar email communicati |
| Do we have a quality control system for OTM-R in place?   | x    | x           | x          | ++ Yes completely | Results of annual ISO-9001  |
| Does our current OTM-R policy encourage external candidates to apply?                                     | x    | x           | x          | ++ Yes completely | Trend in the share applicants from ou the institution   |
| Is our current OTM-R policy in line with policies to attract researchers from abroad?                     | x    | x           | x          | ++ Yes completely | Trend in the share applicants from ab   |

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**Suggested indicator  
 (or form of measurement)**

|  | Open | Transparent | Meritbased | Answer:               |  |
|--|------|-------------|------------|-----------------------|--|
| Is our current OTM-R policy in line with policies to attract underrepresented groups?  | x    | x           | x          | ++ Yes completely     | - Trend in the share of female applicants · Trend in success rate of female applicants                       |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?                  | x    | x           | x          | +/- Yes substantially | Trend in the share of applicants from outside the institution  |
| Do we have means to monitor whether the most suitable researchers apply?   |      |             |            | ++ Yes completely     | Trend in the share of applicants who do meet the eligibility criteria  |
| <b>Advertising and application phase</b>   |      |             |            |                       |  |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?   | x    | x           |            | ++ Yes completely     | Written guidelines: Procedure PR07 of recruitment (this procedure includes call template)                    |
| 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     | Written guidelines: Procedure PR07 of recruitment (this procedure includes call template)                    |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | x    | x           |            | ++ Yes completely     | - The share of job adverts posted on EURAXESS - Trend in the share of applicants from the institution/abroad |

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**Suggested indicator  
(or form of  
measurement)**

|  | Open | Transparent | Meritbased | Answer:           |   |
|--|------|-------------|------------|-------------------|---|
| Do we make use of other job advertising tools?   | x    | x           |            | ++ Yes completely | Number of job adv posted outside IDIAPJGol website                      |
| Do we keep the administrative burden to a minimum for the candidate?   | x    |             |            | ++ Yes completely | Number of documents required only to selected applicants                |
| Selection and evaluation phase   |      |             |            |                   |   |
| Do we have clear rules governing the appointment of selection committees?  |      | x           | x          | ++ Yes completely | Statistics on the composition of par                                    |
| Do we have clear rules concerning the composition of selection committees?   |      | x           | x          | ++ Yes completely | Written guidelines: Procedure PR07 o recruitment                        |
| Are the committees sufficiently gender-balanced?   |      | x           | x          | ++ Yes completely | Share of women in Evaluation Commi                                      |
| 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 | Written guidelines: Procedure PR07 o recruitment                        |
| Appointment phase  |      |             |            |                   |   |
| Do we inform all applicants at the end of the selection process?   |      | x           |            | ++ Yes completely | Percentage of applicants informed about the results o selection process |

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(or form of  
measurement)**

**Open    Transparent    Meritbased    Answer:**

|  |   |  |                       |  |
|--|---|--|-----------------------|--|
| Do we provide adequate feedback to interviewees?                                 | x |  | -/+ Yes partially     | Percentage of applicants interviewed who have been informed after the selection process : the strengths and weaknesses of the applications |
| Do we have an appropriate complaints mechanism in place?                         | x |  | ++ Yes completely     | Statistics on comp   |
| Overall assessment   |   |  |                       |  |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? |   |  | +/- Yes substantially | Indicators used to the ISO standard procedure: (PR07) staff recruitment  |