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	https://www.impan.pl/pl/instytut/strategia-hr https://www.impan.pl/en/insitute/hr-strategy
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	Spring 2018, e-mail to all staff June 11th
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	- Existence of training programmes for OTM-R – essentially yes" - Number of staff following training in OTM-R – 11 persons

4. Do we make (sufficient) use of e-recruitment tools?	x	x		PARTIALLY YES	Applications can be send by email. We intend to introduce online submission of applications.
5. Do we have a quality control system for OTM-R in place?	x	x	x	NO	We are planning 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	YES	About 67% of external candidates. *)The data expressed in figures and percentages concerns period January-April 2018
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	YES	About 40% of candidates from abroad. *)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	YES	Women make up about 14% of candidates, and also 14% of new employees are women. *)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	YES	There are about 67% of external candidates and 57% of new employees are from outside the institution. *)
10. Do we have means to monitor whether the most suitable researchers apply?				NO	

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		COMPLETLY YES	https://www.impan.pl/wydarzenia/konkursy/regulamin-konkursow-impan-wersja-koncowa.pdf https://www.impan.pl/wydarzenia/konkursy/regulamin-konkursow_eng-1.pdf
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	Job advertisements contain links to the rules of the competitions and the general working conditions.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		COMPLETLY YES	Job adverts are posted on EURAXESS
14. Do we make use of other job advertising tools?	x	x		YES	Job adverts are posed on the website of The Ministry of Science and Higher Education in Poland http://www.bip.nauka.gov.pl/

| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)] | x | | | YES | In case of external candidates, Skype interview is possible and e.g. foreign candidates do not need to travel for the interview. |

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	SUBSTANTIALLY YES	The main selection committee has fixed members constituted by the Scientific Council. In addition, there are also the selection committees appointed in relation to particular job competitions within research grants. Members of these committees are appointed by the Head of the Institute with the PI of the given grant as one of the members of such a committee.

17. Do we have clear rules concerning the composition of selection committees?		x	x	YES	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	YES	Among 14 member of the committee, there is one women (7%). In total in the Institute there is 12% of female employees.
19. Do we have clear guidelines for selection committees which help to judge 'mertit' in a way that leads to the best candidate being selected?			x	YES	Written guidelines

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		COMPLETELY YES	We send individual emails to all applicants

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21. Do we provide adequate feedback to interviewees?		x		NO	We are working on it.
22. Do we have an appropriate complaints mechanism in place?		x		NO	There have been no complaints so far.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				YES in progress	The OTM-R policy is available on IMPAN's webpage. So will be results of the competitions. The feedback from candidates appealing from the results of a given competition to the Head of the Institute will be partial indication whether OTM-R policy is followed by the Selection Committee and will serve the Institute as an indicator as for what should be modified in the OTM-R policy or to what extent it delivers on its objectives

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