TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES372619

Name Organisation under review: **BC3 BASQUE CENTRE FOR CLIMATE CHANGE – KLIMA ALDAKETA IKERGAI**

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	**Trans-parent**	**Merit-based**	**Answer:** **++ Yes, *completely*** ***+/-Yes, substantially*** ***-/+ Yes, partially*** ***-- No***	*Suggested indicators (or form of measurement) /* **BC3's improvement action**
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, substantially*	https://www.bc3research.org/images/stories/about%20us/HR%20Excellence/20190221_otm-r.pdf Improved Action Plan - Action AP1_A3: Guarantee that OTM-R principles are applied - BC3's OTM-R policy should be translated
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*	[Date of latest update; ensure that it is sent to all staff] - February 2019; published in the Intranet Review the internal Guide
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	- Existence of training programs for OTM-R - Number of staff following training in OTM-R Improved Action Plan - Action AP1_A3: Guarantee that OTM-R principles are applied
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*+/-Yes, substantially*	Web-based tool for (all) the stages in the recruitment process Improved Action Plan - Action AP1_A3: Guarantee that OTM-R principles are applied
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-- No*	Improved Action Plan - Action AP1_A3: Guarantee that OTM-R principles are applied
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	**++ Yes, completely**	Trend in the share of applicants from outside the organisation
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	**++ Yes, completely**	Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/-Yes, substantially*	Trend in the share of applicants among underrepresented groups (frequently women) IAP1_A1_Implementation of the Gender Equality Action Plan
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	**++ Yes, completely**	Trend in the share of applicants from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply?				**++ Yes, completely**	BC3 HR coordinator has direct feedback from the PI of the call
Advertising and application phase					

Question				Rating	Comment
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		**++ Yes, *completely***	
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, substantially***	BC3 includes required competencies and duties, working conditions, gender equality policies,… in the job Ads.
13. 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 through Science Careers.eu - Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		**++ Yes, *completely***	Academics Position; Research Gate; ScienceCareers; Bizkaia Talent and Social networks
15. Do we keep the administrative burden to a minimum for the candidate?	x			**++ Yes, *completely***	
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	**++ Yes, *completely***	Statistics on the composition of panels (Defined at the OTM-R Policy)
17. Do we have clear rules concerning the composition of selection committees?		x	x	**++ Yes, *completely***	Written guidelines (Defined at the OTM-R Policy)
18. Are the committees sufficiently gender-balanced?		x	x	***+/-Yes, substantially***	BC3 is deploying the following action in the Improved Action Plan (IAP1) - IAP1_A1_Implementation of the Gender Equality Action Plan
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, substantially***	BC3 Written guidelines are very general. These guidelines are the same as the ones used by the internal evaluation published at the Career Development Plan. More specific guidelines are expected under the Improved Action Plan - Action AP1_A3: Guarantee that OTM-R principles are applied
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*	BC3 provides general feedback but not specific feedback except for very punctual cases.
22. Do we have an appropriate complaints mechanism in place?		x		*+/-Yes, substantially*	Statistics on complaints BC3 has an HR email address to send any complaint. BC3 will review the OTM-R policy to include this option under the Action AP1_A3: Guarantee that OTM-R principles are applied
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-/+ Yes, partially*	The OTM-R policy is annually reviewed by the HRM and policy editions are published based on the recommendations. BC3 will also conduct the OTM-R Checklist in a regular basis (with GAP analysis) in order to follow the process.

Comments:

*Suggested indicators (or form of measurement) from EU EURAXESS are kept in brown.
BC3 has added under the same cell of *suggested indicator (*Suggested indicators (or form of measurement)/ **BC3's improvement action) a comment on the action to improve the section question. These notes are in black.**

Color codes:

Implementation score	Color code
++ Yes, *completely*	
+/-Yes, substantially	
-/+ Yes, partially	
-- No	