Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]

OTM-R checklist for organisations

	Open	Trans-parent	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)?				-/+	The responsibilities and organisation of the University Hospital's Human Resources Department are published in the national language on its website with the year's transparent and detailed social audit: https://www.chu-nantes.fr/pole-ressources-humaines The recruitment policy for researchers is not published online. **Action 18** **Indicator(s)/Target(s): recruitment procedure published online (in French and English)**
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	The Research and Innovation Department has a guide on the management rules for research contractors. This guide contains the recruitment and career development rules for each profile. The guide can be accessed by anyone, either via the University Hospital's intranet or through its electronic document management system. This guide is currently being revised. **Action 12** **Indicator(s)/Target(s): management rules up to date and distributed**

[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	The Nantes University Hospital offers specific training to managers for "Successful recruitment interviews". An action is planned to integrate research personnel into executive-recruiter training. **Action 22 and 30** **Indicator(s)/Target(s): number of training courses publicised. Number of training courses completed by recruiters. Procedures distributed.** **Number of census tables of completed training courses.**
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	-/+	Recruitment is conducted electronically. Positions are advertised via email. For the choice of candidate an Excel table is sent to the Human Resources Research Unit (CRRH). A discussion about "e-RH", the institutional recruitment software's openness to research is in progress. **Action 21** **Indicator(s)/Target(s): systematic use of the application** An action to expand jobs at European level using the Euraxess Job platform will be conducted. **Action 26** **Indicator(s)/Target(s): number of positions published on Euraxess Job. Number of positions filled via Euraxess Job**
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	There is no quality control but the Human Resources Research Unit ensures compliance with the recruitment circuit using the tracking table. **Action 28** **Indicator(s)/Target(s): recruitment performance indicators**
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Jobs are published in advance internally, then externally. Jobs are always filled either internally, or externally. **Action 23** **Indicator(s)/Target(s): 100% of private experience**

					taken into account. Foreign (global) experience taken into account in terms of salary.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?				-/-	No document is written in English and no distribution is made abroad. **Action 26** **Indicator(s)/Target(s): number of positions published on Euraxess Job. Number of positions filled via Euraxess Job.**
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+	Gender parity is favoured for better team cohesion but depends on the applications received (mostly women). For people with disabilities, an assessment of the feasibility of the job is carried out based on the disability. Non-discrimination is not published in the recruitment policy. The University Hospital's Human Resources Department is implementing actions to promote gender equality **Action 25** **Indicator(s)/Target(s): visibility of gender non-discrimination on job descriptions. Policy on disability non-discrimination published. Research associated with institutional promotion actions. Rate of people with disabilities recruited (figure available in the social audit for the year on the University Hospital's website)**
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	Salary rules are defined in the contractor management guide. Technical bonuses and rights to working time reductions are awarded. The working environment is favourable with the opportunity for remote working. **Actions 14 and 15** **Indicator(s)/Target(s): functional access** **Number of mixed research unit agents with access to the University Hospital's network (objective =**

					100%) **Monitoring of the number of people working remotely** There is also a promotion board. The Quality of Work Life is also strongly developed. The negative point concerns people on fixed-term contracts, they are on such contracts for 6 years before being moved to a permanent contract. Salary increases for fixed-term contract are not made automatically, they must be requested.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	+/-	Applications are centralised at either Human Resources Research Unit or with the person responsible for the recruitment. The recruiter completes a table with the interviewed candidates. The recruitment ranks the candidates and gives the name of the selected candidate. With the use of the institutional application, applications will be centralised in just one location, which will allow better traceability. **Action 21** **Indicator(s)/Target(s): systematic use of the application.**
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	The Human Resources Department provides a standard template for job descriptions. Job descriptions are circulated using a standard template for internal and/or external mobility (excluding research engineers and recruitment for mixed research units). These descriptions are not in English. **Action 20** **Indicator(s)/Target(s): standard framework for all sectors**
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)*				-/-	No, we have the job description, but no information about the career guide, the rights and obligations of agents, the salary.

of the OTM-R expert report[2]]					**Action 19** **Indicator(s)/Target(s): salary scale added to all job descriptions**
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?				-/-	EURAXESS is not currently used. **Action 26** **Indicator(s)/Target(s): number of positions published on Euraxess Job. Number of positions filled via Euraxess Job.**
14. Do we make use of other job advertising tools?	x	x	x	+/+	When publishing an external mobility position, the Human Resources Research Unit uses a list of websites where such positions can be posted (University Hospital's website, Indeed, professional social networks, etc.). **Indicator(s)/Target(s): percentage of positions published on each of the websites**
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x	x	x	+/+	Candidates are asked to apply by sending a current curriculum vitae and a cover letter, the legal minimum is requested.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]				NA	We do not have a selection committee. Candidates are seen by the manager. Interviewed candidates are listed in a table with an indication of the reason for rejection.
17. Do we have clear rules concerning the composition of selection committees?				NA	We do not have a selection committee. Each manager recruits depending on their staffing needs. They decide whether they want to be assisted by other people at recruitment interviews.
18. Are the committees sufficiently gender-balanced?				NA	We do not have a selection committee.

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[2] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

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?				-/+	There is no written directive. There is a grid to help the recruiter when interviewing the candidate. In addition, there are training courses set up by the University Hospital for recruiters. **Actions 22 + 27 + 31** **Indicator(s)/Target(s): number of training courses publicised. Number of training courses completed by recruiters. Procedures distributed** **Integrate the attention of atypical profiles during recruitments in the executive recruiter training course** **Number of workshops completed by the Human Resources Research Unit** **Number of managers trained**
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	+/+	All candidates are informed either by telephone or by email. The channel differs depending on the mobility. If internal mobility, the Human Resources Research Unit sends an email to the candidates (positive or negative response). If external mobility, the recruiter informs the candidates. **Indicator(s)/Target(s): table listing the follow up of the responses made to interviewed candidates**
21. Do we provide adequate feedback to interviewees?		x		-/+	For rejections, the candidate may come back to the recruiter for more details on the reason for the rejection. **Action 24** **Indicator(s)/Target(s): individual interview with the candidate rejected on request**
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Most complaints relate to a lack of feedback when rejected for recruitment. **Ref. Action 24** **Indicator(s)/Target(s): individual interview with the candidate rejected on request**

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/-	No, to be developed. **Action 28** **Indicator(s)/Target(s): recruitment performance indicators**