

Open, Transparent and Merit-based Recruitment of Researchers



Checklist for Institutions

	Open	Transparent	Merit-based	Answer: Yes <i>completely/Yes substantially/ Yes partially/No</i>	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	http://www.ibima.eu/hrs4r/
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 OTM-R policy has been defined and posted on the IBIMA website. The personnel recruitment procedure (P.S101.1) was reviewed and updated in July 2019. The procedure is available on the IBIMA network where all staff can access.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	YES, PARTIALLY	The Human Resources Unit reviewed the recruitment procedure taking into account the Charter & Code and the OTM-R toolkit. Two members of the staff attended external training programs in the Human Resources strategy. Personnel who are part of the Selection Committees will receive a training program in the updated recruitment procedure, which includes OTM-R practices.

4. Do we make (sufficient) use of e-recruitment tools?	x	x		YES, PARTIALLY	IBIMA is in the process of launching a new website that will include a "Selection Module" for recruitment, which will allow a more open, transparent and efficient recruitment process, as well as better tools for monitoring.
5. Do we have a quality control system for OTM-R in place?	x	x	x	YES, SUBSTANTIALLY	The personnel recruitment procedure (P.S101.1) is integrated into the IBIMA's Quality Assurance System, based on continuous improvements, and accredited and periodically audited by the National Institute of Health Carlos III (ISCIII). In addition, IBIMA has accredited its management system in R+D+I, including aspects of hiring. For the recruitment of research staff, the selection criteria and the composition of selection committees are reviewed and controlled by the Human Resources and Research Management Units.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	YES, PARTIALLY	The job offers are published on various websites with wide national and international outreach. Minimum requirements are set for the publication of all offers (IBIMA web). In addition, we make extensive use of other online portals such as EURAXESS, Madrid I+D+I, Malaga University, Network of Clinical Research REGIC), etc. The new e-recruitment tool will allow getting detailed statistics about the number of applicants (external/internal) for each published job offer.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	YES, SUBSTANTIALLY	The job offers are published on various websites with wide national and international outreach. Depending on the need, job offers are posted on the EURAXESS website. Attracting researchers from abroad is also one of the key points in the current Talent attraction and professional development and Internationalization Plans for 2018-2022.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	YES, PARTIALLY	Job vacancies do not discriminate against underrepresented groups. In addition, IBIMA is developing a gender equality plan for its implementation in the coming years.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	YES, SUBSTANTIALLY	IBIMA offers some flexibility in working conditions according to the needs of the candidate. In addition, IBIMA is developing a gender equality plan for its implementation in the coming years.
10. Do we have means to monitor whether the most suitable researchers apply?				YES, PARTIALLY	Through the new application "Selection Module" we will be able to measure more efficiently the % of applicants who meet the requirements demanded in the job offer.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		YES, PARTIALLY	The document PS102.1 that includes some templates for research personnel (pre-doctoral, postdoctoral, technical, data manager, etc.) will be updated to comply with EURAXESS formats.
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, SUBSTANTIALLY	All published job offers inform about salary compensation, working hours, hiring modality and contract period.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		YES, PARTIALLY	Job offers are published in Euraxess web for all positions in international projects and those that are determined of interest according to the required profile.
14. Do we make use of other job advertising tools?	x	x		YES, SUBSTANTIALLY	IBIMA uses its social media channels (Twitter, Facebook) and other professional websites (e.g. Madrid I+D+I, Málaga University, Network of Clinical Research Regic, etc) to widen the outreach of the job offers.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			YES, SUBSTANTIALLY	The requested documents are those strictly necessary to assess the candidates.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	YES, COMPLETELY	The personnel recruitment procedure (P.S101.1) has been updated with the appointment and responsibilities of the Selection Committee. These committees that evaluate the merits of the applicants are formed by professionals from both the research management area and by professionals or technicians with the applicable scientific knowledge and without conflict of interests with the candidates admitted in the selection process.

17. Do we have clear rules concerning the composition of selection committees?		x	x	YES, COMPLETELY	The personnel recruitment procedure (P.S101.1) has been updated with the appointment and responsibilities of the Selection Committee. These committees that evaluate the merits of the applicants are formed by professionals from both the research management area and by professionals or technicians with the applicable scientific knowledge and without conflict of interests with the candidates admitted in the selection process.
18. Are the committees sufficiently gender-balanced?		x	x	YES, COMPLETELY	Selection Committees include people of both sex. (P.S101.1 Personnel recruitment procedure)
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	Each job offer includes the information necessary for the Selection Committee to evaluate and judge merit relevant and required for the specific research position. Guidelines for evaluation are given in P.S101.1 Personnel recruitment procedure.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		YES, SUBSTANTIALLY	All candidates who send their CV to apply for a job offer receive an email confirming the reception of their application. The results of the selection are published on IBIMA web.
21. Do we provide adequate feedback to interviewees?		x		YES, PARTIALLY	All candidates who send their CV to apply for a job offer receive an email confirming the reception of their application. The results of the selection are published on IBIMA web. More completed information about the status of the selection process will be available shortly for the applicants within the new e-recruitment tool.
22. Do we have an appropriate complaints mechanism in place?		x		YES, SUBSTANTIALLY	IBIMA has established a quality management system with a procedure for handling complaints (P.E.103.3), accredited and periodically audited by the National Institute of Health Carlos III (ISCIII). In addition, IBIMA has accredited its management system in R+D+I, including aspects of handling complaints.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				YES, SUBSTANTIALLY	OTM-R is integrated in the IBIMA's management system, based on measurable objectives. The Strategic plan, scientific production, technology transfer activities and balanced scorecard are presented semiannually, in June and December.