OTM-R Checklist

Case number: 2021ES629345	
Name Organisation under review: Institute of Biomedicine of Seville (IBiS)	
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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*	**Suggested indicators (or form of measurement)**

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				+/- Yes, substantially -/+ Yes, partially -- No	
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	-- *No*	We suggest as indicator the informative documents on the OTM-R policy in Spanish and English, which will be published in the IBiS web https://www.ibis-sevilla.es/ibis/estrategia-de-recursos-humanos-para-investigadores.aspx?lang=en-US when ready.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ *Yes, partially*	We suggest as indicator the Human Resources Procedure in FISEVI, published when ready. CSIC has the HRS4R approved, so their positions are published in accordance with the OTM-R procedures and practices.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- *No*	Training about contractual and legal updates for researchers and technicians, including the OTM-R policy. We suggest as indicator an annual report including the number and profile of staff following the training and the results of satisfaction surveys.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++ *Yes, completely*	We publish the job offers in the IBiS and FISEVI's webs https://www.ibis-sevilla.es/ & http://fisevi.com/ They are also published in the "Portal de Transparencia de la Junta de Andalucía". International projects related offers, are also included in EURAXESS. E-recruitment tools such as videoconference interviews with candidates are broadly used. IBiS

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					suggests as indicator an annual report on the positions offered in its website, candidates and new incorporations, to assess the OTM-R policy application and evaluate the numerical evolution and efficacy of dissemination strategies.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	The Institute of Biomedicine of Seville has demonstrated their management work in R&D&i recently revalidating the AENOR certification in accordance with the UNE 166002 standard, evidencing its commitment to a quality system to improve technological surveillance, competitive intelligence and the monitoring of innovative ideas around the needs of professionals. As a quality control system, each entity (FISEVI/US/CSIC) periodically revise their recruitment procedures' efficiency. IBiS suggests as indicator an annual report on the positions offered in its website, candidates and new incorporations, to assess the OTM-R policy application and evaluate the numerical evolution and efficacy of dissemination strategies.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes, partially	All recruitments are open competitions with no advertisement restricted to internal applicants. IBiS disseminates the job offers in specialized platforms (i.e. ASEBIO, Nature Jobs, etc). and will boost the visibility of job offers in social media (i.e. LinkedIn, Twitter, etc.).

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					We suggest as indicator an annual report on the number and profile 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, partially*	International projects job offers for postdoctoral researchers are published in EURAXESS. All job offers should be published both in English and Spanish. We suggest as indicator an annual report on the number of job offers and applicants, including their profile, from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*+/- Yes, substantially*	We have a high rate of female employment. We do not have any notable minorities, or groups requiring special protection. No information related to age, sex or race or any other aspect that could directly or indirectly discriminate is taken into consideration in the recruitment process. We suggest as indicator an annual report on the number of job offers and applicants, including their profile, from underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+ Yes, partially*	IBiS positions are based on the official salary scales published by FISEVI, US and CSIC. Working conditions such as safety, paid leaves for vacation, work flexibility, access to training and courses, etc. are included according to the current legislation. We suggest to highlight in the job offers that IBiS endorsed the principles and recommendations of the Charter and Code.

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					IBiS suggests as indicator an annual report on the number of job offers and applicants per position, including their profile, from abroad and external entities.
10. Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes, partially	Anyone can apply, but there are mandatory requirements for each vacancy according to the type of staff required. IBiS suggests to boost the visibility of job offers disseminating them in specific channels and social media (i.e. LinkedIn, Twitter, etc.). We suggest as indicator the number of interactions of those publications.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	x	x		+/- Yes, substantially	Job advertisement templates are used by each institution. FISEVI job advertisements are published in the IBiS and FISEVI web pages (https://www.ibis-sevilla.es/agenda/ofertas-de-empleo/ofertas-de-empleo-ibis.aspx?lang=en-US & http://fisevi.com/investigador-ofertas-de-empleo/). Furthermore, IBiS suggests to publish in its website all job offers related to its groups and redirect those job offers available in the US and CSIC websites, linked to our center. We suggest as indicator the number of interactions of those publications.
12. Do we include in the job advertisement references/links to all the elements foreseen in the	x	x		+/- Yes, substantially	Applicants find information on: - organisation and recruiting unit - job title, specifications and starting date

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relevant section of the toolkit? [*see Chapter 4.4.1 a) of the OTM-R expert report*[1]]					- researcher career profiles with the required and desirable competencies - selection criteria including knowledge and professional experience - number of available positions - working conditions, workplace, entitlements (salary, other benefits, etc.) and type of contract. Improvements could be done regarding professional development opportunities, career development prospects and reference to the institution's OTM-R policy. IBiS suggests as indicator an annual report on the positions offered in its website, candidates and new incorporations, to assess the OTM-R policy application and evaluate the numerical evolution and efficacy of dissemination strategies.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes, partially	Relevant job offers should be on EURAXESS to increase impact. We suggest as indicator an annual report on the job offers published in EURAXESS and applicants per position, from abroad and external entities.
14. Do we make use of other job advertising tools?	x	x		-/+ Yes, partially	Job advertisements are published in the IBiS and FISEVI web pages (https://www.ibis-sevilla.es/agenda/ofertas-de-empleo/ofertas-de-empleo-ibis.aspx?lang=en-US & http://fisevi.com/investigador-ofertas-de-empleo/).

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

					They are also published in the "Portal de Transparencia de la Junta de Andalucía". IBiS could also link in its webpage the ones advertised by CSIC. We suggest to boost the visibility of job offers disseminating them in specific channels and social media (i.e. LinkedIn, Twitter, ASEBIO, ResearchGate, Nature Jobs, etc.). We suggest as indicator the number of interactions of those publications.
15. Do we keep the administrative burden to a minimum for the candidate?	x				++ Yes, completely	Once the different recruitment practices are resolved by each Human Resources Department in FISEVI, US and CSIC; IBiS do not implement any addicional requirement to increase the administrative burden for the candidates. We suggest as indicator a satisfaction survey at the end of the recruitment proccess, for both evaluators and candidates.
Selection and evaluation phase						
16. Do we have clear rules governing the appointment of selection committees?		x	x		-/+ Yes, partially	IBiS relies in the recruitment practices and Selection Committees' composition, gender-balance, etc. Improvements could be done by implementing measures to ensure that all the relevant experience, qualifications and competencies to assess the candidate are represented. We suggest as indicator a satisfaction survey at the end of the recruitment process, for both evaluators and candidates.
17. Do we have clear rules concerning the composition of selection committees?		x	x		+/- Yes, substantially	IBiS relies in the recruitment practices and Selection Committees' composition, gender-balance, etc.

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					We suggest as indicator to include guidelines for selection committees updating the Integration Plan on a yearly basis.
18. Are the committees sufficiently gender-balanced?		x	x	*+/- Yes, substantially*	The Spanish Organic Law on Equality 3/2007 is mandatory for the entities by which IBiS is composed (FISEVI/US/CSIC), so the committees are composed of 60-40%. We suggest as indicator the annual statistics of the composition of the different committees, including their profile and gender.
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, partially*	IBiS relies in the recruitment practices and Selection Committees' composition, gender-balance, etc. We suggest as indicator to include guidelines for selection committees updating the Integration Plan on a yearly basis.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*++ Yes, completely*	IBiS relies in the recruitment practices of the three entities by which IBiS is composed (FISEVI/US/CSIC) and we are not in charged of contacting the applicants in the selection processes. We suggest as indicator a satisfaction survey at the end of the recruitment proccess, for both evaluators and candidates.
21. Do we provide adequate feedback to interviewees?		x		*++ Yes, completely*	IBiS relies in the recruitment practices of the three entities by which IBiS is composed (FISEVI/US/CSIC) and we are not in charge of contacting the applicants in the selection processes.

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					We suggest as indicator a satisfaction survey at the end of the recruitment proccess, for both evaluators and candidates.
22. Do we have an appropriate complaints mechanism in place?		x		*++ Yes, completely*	No specific complaints mechanisms are in place managed by IBiS. The institute relies in the recruitment procedures of the three entities by which IBiS is composed (FISEVI/US/CSIC) and we are not in charge of contacting the applicants in the selection processes. We suggest as indicator a satisfaction survey at the end of the recruitment proccess, for both evaluators and candidates.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-- No*	IBiS does not have a system in place to assess if OTM-R delivers on its objectives. We suggest as indicator the informative documents on the OTM-R policy in Spanish and English, which will be published in the IBiS web https://www.ibis-sevilla.es/ibis/estrategia-de-recursos-humanos-para-investigadores.aspx?lang=en-US when ready.