

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Checklist for Institutions

Barcelona Supercomputing Center - Centro Nacional de Supercomputación



November 2020

| | Open | Transparent | Meritbased | Answer: Yes completely/Yes substantially/ Yes partially/No | Suggested indicators (or form of measurement) & Remarks |
|--|------|-------------|------------|--|--|
| 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 | The BSC website is completely redacted in English and it is possible to select a Spanish or Catalan version on the top right of the page. Apart from the texts, the attached documents and reports are in English. https://www.bsc.es/join-us/hr-initiatives-and-badges |
| 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 | A clear Recruitment process is published in BSC website: https://www.bsc.es/join-us/why-to-work-at-bsc/recruitment-process It explains the steps of the recruitment process from the first contact until the closing of the vacancy, but also all the working conditions that a candidate would have access to: https://www.bsc.es/join-us/why-to-work-at-bsc |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | X | X | X | Yes Partially | At BSC, the team leaders are trained on how to manage recruitment process according to the OTM-R principles. They also receive a follow-up and advise from HR throughout the process. We still need to monitor the number of staff following training in OTM-R. |
| 4. Do we make (sufficient) use of e-recruitment tools? | X | X | X | Yes completely | For the applications, the candidates have to use the BSC website, it allows us to manage their information, documents and create reports with an internal tool. This tool was designed internally by our webmaster to correspond to BSC's needs. Using the e-tool, we manage applications, the history of the candidates, make the follow-up of the processes with the team leaders etc. Finally we communicate with the candidates through phone call, videoconferences or meetings when it is possible (for the interviews) and email. |
| 5. Do we have a quality control system for OTM-R in place? | X | X | | Yes Partially | Due to the continuous large number of open vacancies we cannot create report and deliverables for all recruitment processes. Still we include the OTM-R principles in the processes and decision-making. For big and strategic calls for candidates we have reports on the OTM-R that are always redacted. |
| 6. Does our current OTM-R policy encourage external candidates to apply? | X | X | X | Yes completely | BSC publishes several hundred vacancies every year, some of them are covered by internal candidates (end of previous contract, internal move etc.) and the majority is open to external candidates, coming from other institutions, sectors, countries etc. We publish all vacancies publically on BSC's website. A weekly job alert is available in order for anyone to stay in touch with the latest job advertising. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | X | X | X | Yes completely | BSC publishes all information on the website in English. All job vacancies are in English and accessible to any candidate in the world, as we can provide working contracts to any of them. We also communicate about the vacancies to specialized platforms (Euraxess, Hipeac, mailing lists, LinkedIn etc.). |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | X | X | X | Yes Partially | Our job vacancies, especially the calls for candidates to cover several positions at once, are published in underrepresented groups website, such as BioInfo4women. |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | X | X | X | Yes Substantially | The OTM-R policy continues to provide guidelines in order for us to work on improvements in our working conditions. They are publically published on the website as well as on the Intranet: https://www.bsc.es/join-us/why-to-work-at-bsc Apart from these conditions, we also adapted the working from home policy in 2020 for the duration of the health crisis, this gives 100% flexibility for all BSC staff to work either from home or in the offices (following strict guidelines). |
| 10. Do we have means to monitor whether the most suitable researchers apply? | X | X | X | Yes Partially | Using the recruitment e-tool that we created internally in 2018, we create reports that are communicated annually. This allows us to analyse for example the number of applicants per vacancy, their age, gender, where they found the job offer, the history of their applications, and the final candidate hired and his/her characteristics. |

| Advertising and application phase | | | | | |
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| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | X | X | | Yes completely | Our e-tool is made with a specific guideline to advertise. It is made with the global characteristics of the position (title, profile, department, duration, starting date etc.), the context, tasks, requirements/competencies, working conditions, application procedure, deadline to apply and finally diversity and equal opportunity employment policy. |
| 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 | The reference of all vacancies is written in the job publications and on the URL address of the website page. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | X | X | | Yes completely | Every month we make sure that our research job vacancies are shared on the Euraxess website. We also publish the Calls for applications on Euraxess, in job adverts and the Externat email. |
| 14. Do we make use of other job advertising tools? | X | X | | Yes completely | We usually use, apart from BSC's website, the Euraxess website, Hipeac, BioInfo4women, specialized mailing lists, Universities, LinkedIn, Indeed etc. We also participate to several job fairs every year. |
| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)] | X | | | Yes Substantially | When a candidate applies, he has to fill-in some information and upload his/her Resume, a Cover Letter and usually some references letters. After the final candidate is hired we ask for the necessary document when we need to ask for a work permit to the Spanish authorities. Before entering, they also have to send us personal data to register and prepare the contract and payslips. We want to avoid asking for any other un-necessary document. |
| 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 Partially | We organize specific recruitment panels / selection committees for all calls for candidates we organize every year. They all follow guidelines that are written with instructions to evaluate and a roadmap of the recruitment process. |
| 17. Do we have clear rules concerning the composition of selection committees? | | X | X | Yes Partially | To define the participants on recruitment panels / selection committees, we look for the diversity in departments and gender. We can use as indicator the written guidelines |
| 18. Are the committees sufficiently gender-balanced? | | X | X | Yes Substantially | We make sure of it when we organize the panels/committees. |
| 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 | We use the requirements in the job positions that are published in our website. Also for the annual calls for candidates, the panel/committee rates candidates using an Excel document that compiles the objective selection criteria to judge on "merit". It is also written in the guidelines of these processes. |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | X | | Yes Partially | All the candidates receive an email when they apply to thank them for applying, give details of the application and inform that they will be rejected if they don't receive news from BSC within a month. |
| 21. Do we provide adequate feedback to interviewees? | | X | | Yes Partially | All the candidates who were in process, in direct with us, receive a direct feedback explaining the decision and reasons why. This feedback can be given by email or on the phone/videocall. |
| 22. Do we have an appropriate complaints mechanism in place? | | X | | No | At BSC we manage all complaints and respond to messages concerning the recruitment processes using a specific email address: recruitment@bsc.es We still need to find a way to compile statistics on these complaints. |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | Yes Partially | Using the recruitment report, we can analyse the delivery of the OTM-R policy at BSC. We use the checklist to make sure that all the points of the policy are taken into consideration. |