Open, Transparent and Merit-based Recruitment of Researchers
OTM-R
Checklist for Institutions
Barcelona Supercomputing Center - Centro Nacional de Supercomputación

	Open	Transparent	Meritbased	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)?	X	X	X	Yes Substantially	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	Recruitment process in BSC website: https://www.bsc.es/join-us/why-to-work-at-bsc/recruitment-process
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	No	- Existence of training programmes for OTM-R - Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes Partially	BSC website, and email communcattions
5. Do we have a quality control system for OTM-R in place?	X	X		Yes Partially	Just for big and strategic calls
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 institution
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 Partially	Trend in the share of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes Substantially	Trend in the share of applicants from outside the institution
10. Do we have means to monitor whether the most suitable researchers apply?				No	
Advertising and application phase					
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? [see Chapter 4.4.1 a)]	X	X		Yes Substantially	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes Partially	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the institution/abroad
14. Do we make use of other job advertising tools?	X	X		Yes Substantially	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes Substantially	
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		X	X	No	Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		X	X	No	Written guidelines
18. Are the committees sufficiently gender-balanced?		X	X	Yes Substantially	
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	No	Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		Yes Partially	
21. Do we provide adequate feedback to interviewees?		X		Yes Partially	
22. Do we have an appropriate complaints mechanism in place?		X		No	Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	