

OTM-R Checklist

Case number: 2019ES368928

Name Organisation under review: Complutense University of Madrid

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It is a specific self-assessment checklist provided to report on the status of achievement in terms of the implementation of Open, Transparent and Merit-Based Recruitment (OTM-R) policies and practices, which aims at making research careers more attractive, while facilitating mobility and equal opportunities for all candidates.

The OTM-R template consists in a list of questions covering the various steps of the recruitment process, from job advertising through to the appointment phase.

All submitted information must be in English.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-based	Answer	2018	Suggested indicators (or form of measurement)
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.ucm.es/hrs4r/otmr Pending English translation
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	+/- Yes substantially	-	https://www.ucm.es/hrs4r/otmr Pending English translation
Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	++ Yes completely	+/-	https://www.ucm.es/hrs4r/otmr
Do we make (sufficient) use of e-recruitment tools?	X	X		++ Yes completely	-/+	The share of applicants from outside the organisation in the last calls is 39% (PAIs), 58% (Predocs) and 49% (Postdocs)
Do we have a quality control system for OTM-R in place?	X	X	X	-/+ Yes partially	-/+	We have implemented a specific complaint and suggestion box for HRS4R and OTM-R https://www.ucm.es/hrs4r_es/buzon-de-quejas-y-sugerencias
Does our current OTM-R policy encourage external candidates to apply?	X	X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+/- or -/+ Depends on positions	
Is our current OTM-R policy in line with	X	X	X	++ Yes completely +/- Yes substantially -/+ Yes partially	-/+	Trend in the share of applicants from abroad

<p>policies to attract researchers from abroad?</p>				-- No		
<p>Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	X	X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+	Trend in the share of applicants among underrepresented groups (frequently women)
<p>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	X	X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+??	Trend in the share of applicants from outside the organisation
<p>Do we have means to monitor whether the most suitable researchers apply?</p>	X	X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	-/+	
<p>Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</p>	X	X		++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+ rules - Guidelines -/+ templates	The share of Jobs adverts poste don EURAXESS; Trend in the share of applicants recruited from outside the organisation/abroad
<p>Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</p>	X	X		++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+/-	

Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		++ Yes completely +/- Yes substantially -/+ Yes partially -- No	▪/+	
Do we make use of other job advertising tools?	X	X		++ Yes completely +/- Yes substantially -/+ Yes partially -- No	▪/+	
Do we keep the administrative burden to a minimum for the candidate?	X			++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+ / ▪	
Do we have clear rules governing the appointment of selection committees?		X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+	Statistics on the composition of panels
Do we have clear rules concerning the composition of selection committees?		X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+	Written guidelines
Are the committees sufficiently gender-balanced?		X	X	++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+	
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 completely +/- Yes substantially -/+ Yes partially -- No	+ / ▪ rules, not guidelines	Written guidelines

Do we inform all applicants at the end of the selection process?	X			++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+/-	
Do we provide adequate feedback to interviewees?	X			++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+/-	
Do we have an appropriate complaints mechanism in place?	X			++ Yes completely +/- Yes substantially -/+ Yes partially -- No	+	Statistics on complaints
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely +/- Yes substantially -/+ Yes partially -- No	-	