

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Checklist for Institutions

	Open	Transparent	Merit-based	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	No	<p><i>[https://www.igf.edu.pl/hr-excellence-in-research.php]</i></p> <p>The regulation ‘IG PAS principles of conducting the competition for scientific positions’ has been published on IG PAS Intranet. New version – which will be OTM-R policy – is under preparation and foreseen to be uploaded on the website in 2018.</p>
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	<p><i>[Date of latest update; ensure that it is sent to all staff]</i></p> <p>Guide is under preparation. At the moment, the obligatory document being in force is the regulation ‘IG PAS principles of conducting the competition for scientific positions’, which sets clear procedures of recruitment for all types of positions.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	<p><i>- Existence of training programs for OTM-R</i></p> <p><i>- Number of staff following training in OTM-R</i></p> <p>People involved in the recruitment process are being trained by Deputy Scientific Director and Head of HR Department. External trainings for HR</p>

					Staff are foreseen in 2018 if appropriate thematic scope is available.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	<p><i>Web-based tool for (all) the stages in the recruitment process</i></p> <p>For advertising job offers, IG PAS uses portals such as: EURAXESS, earth-jobs.com, IG PAS website and Ministry of Higher Education Website.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	<p>Internal regulations assure quality control at satisfactory level. First check is being conducted by Head of HR Department and concerns formal issues. Second check is being conducted by Deputy Scientific Director and concerns merits. After revising the documents, Deputy Scientific Director meets with members of recruitment committee and trains them about the rules of recruitment.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	<p><i>Trend in the share of applicants from outside the institution</i></p> <p>IG PAS seeks new international recruitment tools which allow for reaching out to the largest possible audience. Thanks to advertising on earth-jobs.com IG PAS has recently recorded a large number of applications from abroad. Due to the fact that in Poland such a narrow specialization which geophysics is, and the fact that it is not being taught at bachelor's and master's studies, IG PAS</p>

					reaches out for international candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	<i>Trend in the share of applicants from abroad</i> Currently, the main response to job offers is from scientists from abroad. IG PAS is open to assuring Polish lessons to interested candidates.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes substantially	<i>Trend in the share of applicants among underrepresented groups (frequently women)</i> Bearing in mind narrow specialization of geophysics, the percentage of women candidates remains stable. The main criterion is fulfillment of the substantive criterion.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	<i>Trend in the share of applicants from outside the institution</i> Most of all, IG PAS assures freedom of scientific development. It also provides additional medical care and sports' benefit system for all of its employees. In addition to that, Polish system foresees 36 days holiday for scientists. (And maximum of 26 days for administrative/ technical staff).
10. Do we have means to monitor whether the most suitable researchers apply?				Yes completely	The monitoring takes place on two levels. First is being achieved at formal issues and is being supervised by Head of HR Department. Second is being conducted by Deputy Scientific Director and future Direct

					Supervisor and concerns merits.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		No	Template is foreseen to be prepared in 2018.
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 partially	Not all of the information listed in the toolkit are at the moment included in the job advertisement. Information that are included: organization and recruitment unit, job title, specifications and starting date, research career profiles, professional development opportunities
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	- <i>The share of job adverts posted on EURAXESS;</i> - <i>Trend in the share of applicants recruited from outside the institution/abroad</i> At the moment, 22 job adverts has been posted on EURAXESS. IG PAS is obliged to post job adverts
14. Do we make use of other job advertising tools?	x	x		Yes completely	For advertising job offers, IG PAS uses portals such as: EURAXESS, earth-jobs.com, IG PAS website and Ministry of Higher Education Website.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes completely	IG PAS conducts recruitment procedure online and allows candidates to provide copies of documents at the first stages of recruitment. Certified translations are required at the employment level, not recruitment.

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	<i>Statistics on the composition of panels</i> These rules have been provided in the regulation 'IG PAS principles of conducting the competition for scientific positions'.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	<i>Written guidelines</i> These rules have been provided in the regulation 'IG PAS principles of conducting the competition for scientific positions'.
18. Are the committees sufficiently gender-balanced?		x	x		Bearing in mind institutional structure, IG PAS makes effort to assure gender-balanced committees, when possible. The committee consist of: chair (Scientific Deputy Director), and two members (Head of the specific department; and employee appointed by the Director at a position at least equivalent to the position the recruitment is run). The share of women to men is 1:2 or 2:1 depending on department or project to which recruitment is run.
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 completely	<i>Written guidelines</i> These guidelines have been provided in the regulation 'IG PAS principles of conducting the competition for scientific positions'.
Appointment phase		x			

20. Do we inform all applicants at the end of the selection process?		x		Yes partially	Applicants are being informed at the end of selection process by HR Department. It is planned to create a template which will be used to inform applicants how the recruitment process went.
21. Do we provide adequate feedback to interviewees?		x		Yes partially	Unified procedures will be introduced along with the unified template.
22. Do we have an appropriate complaints mechanism in place?		x		No	<i>Statistics on complaints</i> At the moment no official/not official complaints were ever made nor failed to the Director of IG PAS or recruiting units. If complaint were filed, the commission in different composition would review and assess it.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					Commission composed of Heads of various departments assess whether OTM-R delivers on its objectives. This commission is led by Deputy Scientific Director.