Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) checklist for JU*

	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		Weblink
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X		Date of latest update Ensure that the guide is sent to all staff
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X		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			Web-based tool for (all) the stages in the recrutiment process

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	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
OTM-R system					
5. Do we have a quality control system for OTM-R in place?	X	X	X		**Selected areas of the annual report on monitoring the recruitment process**
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X		**Trend in the share of applicants from outside the university**
7. Is our current OTM-R policy in line with policies to attract reasearchers from abroad?	X	X	X		**Trend in the share of applicants from abroad**
8. Is our current OTM-R policy in line with policies to attract underrepresented grups?	X	X	X		**Trend in the share of applicants among underrepresented grups (frequently women)**

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) checklist for JU*

	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
OTM-R system					
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X		Trend in the share of applicants from outside the university
10. Do we have means to monitor whether the most suitable researchers apply?					Data from the analysis of protocols from the competition committee meetings
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X			Templates of information about the competition
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 The Policy of OTM-R at JU]	X	X			Data from the analysis regarding the content of competition announcements

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) checklist for JU*

	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
Advertising and application phase					
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	**X**	**X**			**Number of job adverts posted on EURAXESS % of applicants recruited from outside the university/abroad**
14. Do we use other job advertising tools?	**X**	**X**			**Analysis of sources of information about competition**
15. Is the minimization of the candidate's administrative burden promoted at the Jagiellonian University? [see Chapter 1.3 j) The Policy of OTM-R at the Jagiellonian University]	**X**				**Written guidelines**

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) checklist for JU*

	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		X	X		Statistics on the composition of committees
17. Do we have clear rules concerning the composition of selection committees?		X	X		Written guidelines
18. Are the committees sufficiently gender-balanced?		X	X		Written guidelines
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		Written guidelines

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	Open	Transparent	Merit-based	Answer: Yes completely/ Yes substantially/ Yes partially/ No	Suggested indicators (or form of measurement)
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X			**Written guidelines**
21. Do we provide adequate feedback to interviewees?		X			**Written guidelines**
22. Do we have an appropriate complaints mechanism in place?		X			**Statistics on complaints**
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					**Selected areas from the annual report on monitoring the recruitment process**

* Checklist based on EC guidelines (source: Open, Transparent and Merit-based Recruitment of Researchers (OTM-R) | EURAXESS (europa.eu))