



OTM-R Revision 2023 (After document "Principles and Procedure for Recruitment" was published in February 2020)	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/ Yes partially/No	Suggested indicators (or form of measurement) Updated at September 2020 + <i>new actions until December 2023</i>
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	Web link: https://www.irsjd.org/media/upload/domain_3/arxiu/HS4R/2023/FSJD-Principios-procedimientos-seleccion-2023-ang.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	the staff with the OTM-R procedures in the Institution. In this Communication, OTM-R official document was also sent. On the other hand, for candidates it's also explained how to apply to all types of positions through Talent Clue. https://www.irsjd.org/en/research/working-at-the-irsjd/
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, completely	We had sent all the detailed procedures to be followed by post. process and give more support from the HR department (related to labour reform). <i>In June 2022 and March 2023, a new communication was sent to remind the process and we did an information session. We have introduced some KPIs related to recruitment.</i> <i>Recruitment training sessions were organised in 2022 and 2023 and will be continued in the next training plans.</i>

<p>4. Do we make (sufficient) use of e-recruitment tools?</p>	x			Yes, completely	<p>Yes, since 2020 we are using a Web-based tool for (all) the stages in the recruitment process https://talentclue.com/en Also we had introduced some Forms to systematize the process.</p>
<p>5. Do we have a quality control system for OTM-R in place?</p>	x	x	x	Yes substantially	<p>The web-based tool that we use for the recruitment process has been an important improvement to control the number of calls, the number of candidates we receive, to ensure data protection, to centralise communication with candidates... There are several reports that we can analyse.</p> <p><i>In addition, since 2023 we have had several KPIs to analyse with the working group on how to improve.</i></p>
<p>6. Does our current OTM-R policy encourage external candidates to apply?</p>	x	x	x	Yes, completely	<p>Yes, the calls and their bases are published through Talent Clue on the website and other appropriate channels.</p>
<p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p>	x	x	x	Yes, completely	<p>In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.2 Calls and announcements" about this point. Some of the ads are published in Euraxess and LinkedIn. We can see in the Talent Clue report that we have received: <i>2020: 62 candidates from different nationalities.</i> <i>2023: 1046 candidates from different nationalities.</i></p>

<p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>Yes, completely</p>	<p>In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.2 Calls and announcements" about this point. It's also written in each call.</p> <p>In the Internal Assessment we received this comment: <i>On the OTM- R checklist, at point 8, policies to attract underrepresented groups , claimed to be in the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" in the chapter "3.2 Calls and announcements " , are not described.</i></p> <p>Now it's described and we have cooperation agreements with organisations working on the socio-labour integration of people with disabilities</p>
<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>Yes, completely</p>	<p>Yes, the OTM-R policy is integrated in the HR Global Action Plan which is focused on provide attractive working conditions for researchers.</p>

<p>10. Do we have means to monitor whether the most suitable researchers apply?</p>				<p>Yes, partially</p>	<p>From the HR Dpt we do not monitor this but we have defined a template with a punctuation system evaluation for each category. The selection is done by the Scientific Area according to the criteria.</p> <p>However, the template it's not enough used yet and we have to continue working to improve this point.</p> <p>In 2024, we will be stricter and if we do not receive the evaluation form along with the hiring request, the hiring will not be able to proceed.</p> <p>We need to improve the researcher evaluation system, which takes into account the new European Competence Framework for Researchers, called ResearchComp.</p>
<p>Advertising and application phase</p>					
<p>11. Do we have clear guidelines or templates or advertising positions?</p>	<p>x</p>	<p>x</p>		<p>Yes, completely</p>	<p>Yes, we had prepared a template to identify requirements and best channels to publish. Once we have this information, we publish the offer following the Talent Clue template.</p> <p>Example: https://careers.talentclue.com/en/node/58547546/4590</p>
<p>12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</p>	<p>x</p>	<p>x</p>		<p>Yes, completely</p>	<p>Yes, it's important give visibility to all the principles of the OTM-R policy. Example: https://careers.talentclue.com/en/node/58547546/4590</p>
<p>13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</p>	<p>x</p>	<p>x</p>		<p>Yes, completely</p>	<p>We are publishing calls related with Research Carrer (R1-R3)</p> <p>Example: https://euraxess.ec.europa.eu/jobs/167783</p>
<p>14. Do we make use of other job advertising tools?</p>	<p>x</p>	<p>x</p>		<p>Yes, completely</p>	<p>Yes, through Talent Clue we have the funcion of multiposting in different platforms as LinkedIn, Schools and other specialized webs.</p>

15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, completely	Yes, thanks to Talent Clue we are simplifying the administrative part of the process and guaranteeing Data Protection.
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	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point and we had include a table in Forms to be informed in the Department about selection committees. However, we cannot monitor whether the Committee is having a meeting and carrying out a joint evaluation. We have to improve this point.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes partially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point and we had include a table in Forms to be informed in the Department about selection committees. We had defined the rules but the % of gender balanced committees is only 52% (according to 2023 KPIs)
18. Are the committees sufficiently gender-balanced?		x	x	Yes partially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point and talking about Gender-Balance. Also we have published the Gender Equality Compromise and we are working in the Gender Equality Plan Diagnosis and it's an specific analysis about Recruitment and Gender Equality. We should guarantee that theory is implemented. The % of gender balanced committees is only 52% (according to 2023 KPIs)

19. Do we have clear guidelines for selection committees which help to leads to the best candidate being selected?			x	Yes substantially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" it's written. There is an annex specific for candidates evaluation but we shoud guarantee that is used.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	Yes, thanks to Talent Clue there is a system of authomatic feedback
21. Do we provide adequate feedback to interviewees?		x		Yes completely	Yes, thanks to Talent Clue there is a system of authomatic feedback
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	Yes, it is written in the general procedure and also it's explained in each job offer. We had received some questions during the last year in the mailbox: recerca.rhh@sjd.es
Overall Assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substantially	We have defined with the Working Group that we should do regular meetings to follow if the system in place delivers on its objectives. We define some KPIs in order to improve. We will have to integrate the procedure in Quality procedures.