


Open, Transparent, Merit-Based Recruitment Check-list OTM-R Checklist for organisations

 <p>BASQUE CENTER ON COGNITION, BRAIN AND LANGUAGE</p>	Open	Transparent	Merit-Based	Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- No	Suggested indicators (or from 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, completely	https://www.bcbl.eu/en/join-us/otm-r
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	OTM-R guidelines updated
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes, completely	Training on OTM-R and BCBL Platform for calls done periodically
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	++ Yes, completely	BCBL Platform for calls implemented in September 2024
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	BCBL Platform for calls implemented in September 2024
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	Percentage of external applicants per recruitment process
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	Percentage of applicants from abroad per recruitment process
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, completely	Percentage of underrepresented groups per recruitment process
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	Number of applicants per recruitment process
10. Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	Suitability of applicants per recruitment process is assessed and registered
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++ Yes, completely	Written guidelines at OTM-R Policy
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	x	++ Yes, completely	Written guidelines at OTM-R Policy
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++ Yes, completely	Number of job adverts posted on EURAXESS
14. Do we make use of other job advertising tools?	x	x	x	++ Yes, completely	BCBL website, BCBL social networks, BCBL Researchers' X, Euraxess, ScienceCareers.eu portal, BCBL distribution lists, specialized media
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x	x	x	++ Yes, completely	BCBL Platform for calls implemented in September 2024
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]	x	x	x	+/-Yes, substantially	Written guidelines at OTM-R Policy
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	++ Yes, completely	Written guidelines at OTM-R Policy
18. Are the committees sufficiently gender-balanced?	x	x	x	++ Yes, completely	Gender balance controlling per recruitment process
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	x	x	++ Yes, completely	Written guidelines at OTM-R Policy
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	++ Yes, completely	Emails sent at the end of every recruitment process
21. Do we provide adequate feedback to interviewees?	x	x	x	++ Yes, completely	Report for candidates available in the BCBL Platform for calls
22. Do we have an appropriate complaints mechanism in place?	x	x	x	+/-Yes, substantially	Number of complaints per recruitment process
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	++ Yes, completely	Statistics on recruited personnel (success ratio)