Open, Transparent and Merit-based Recruitment of Researchers

OTM-R Checklist for Institute for Social Research in Zagreb

	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	We plan to create Institute's OTM-R policy document that describes open transparent merit-based recruitment practices of the Institute in the period of Q1 2020 – Q2 2021.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	Institute has open transparent merit-based recruitment practices which are defined by the national laws and Institute's regulations (e.g. Quality Assurance Manual, Rulebook on Selection of ISRZ Scientific Positions), but does not have an explicit OTM-R policy document. All the relevant documents regarding the OTM-R procedures are published on the Institute's Intranet page and are available to all Institute's staff. The plan is to create Institute's OTM-R policy document in the period of Q1 2020 – Q2 2021.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	Existence of training programmes for OTM-R: There is no training program.

					Number of staff following training in OTM-R: None.
4. Do we make (sufficient) use of e-recruitment tools?	x	x			No	Web-based tool for (all) the stages in the recruitment process: We do not have e-recruitment tools, given the size of the institution.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	Institute's OTM-R practices are described in the Quality Assurance Manual, in the part about human resources management. One of the QA Manual objectives is "Recruitment of the best candidates through a clearly defined, transparent and unbiased selection and recruitment procedure", and the activity to achieve that goal is the "Establishment and implementation of an objective, transparent and unbiased selection procedure for new employees". The indicators that show the accomplishment of this activity, as defined in the QA Manual (page 17, 18), are: 1) records of job announcements, 2) recruitment criteria are made public, 3) applicants are informed about the outcome at the end of the selection process in written notification, 4) selection committees are comprised of members of both genders, and 5) number of complaints about the selection procedure.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	Trend in the share of applicants from outside the institution:

					56 applicants from outside the institution out of 67 total applicants (83.6%) in the last three years
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	Trend in the share of applicants from abroad 1 applicant from abroad out of 67 total applicants (1.5%) in the last three years
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Trend in the share of applicants among underrepresented groups (frequently women): 45 women out of 67 total applicants (64.2%) in the last three years
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	Trend in the share of applicants from outside the institution: 56 applicants from outside the institution out of 67 total applicants (83.6%) in the last three years
10. Do we have means to monitor whether the most suitable researchers apply?				Yes completely	Conditions and qualifications for each position are defined in job advertisements, and are appraised in the selection process (during documents inspection, essays and interviews with the candidates).
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	Guidelines are defined by the *Rulebook on jobs and positions*.
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 substantially	Job advertisement and description of requirements include information on: organisation and recruiting unit, job title, specifications, researcher career profiles (R1-R4) with the respective 'required' and 'desirable' competencies, selection

					criteria (and possibly their respective 'weight'), including knowledge and professional experience, number of available positions, workplace, entitlements (e.g. coefficients for the specific position), contact, as well as application procedure and deadline (30 days). Adding professional development opportunities, career development prospects, starting date and a reference to the institution's OTM-R policy is planned in the new HR strategy.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	The share of job adverts posted on EURAXESS: 100%. Trend in the share of applicants recruited from outside the institution/abroad: For the 14 job positions announced for researchers in the last three years, 3 applicants were recruited from outside the institution (and 11 from the Institute). In addition, out of 14 recruited applicants, 9 were women and 5 men. None of the 14 recruited applicants was from abroad.
14. Do we make use of other job advertising tools?	x	x		Yes completely	The job announcements are also published in the Official Gazette, and at the Institute's website.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes substantially	Administrative burden is kept to a minimum for the candidates, given that they can send copies of the relevant documents with their initial application and that only the recruited candidate

					sends the original document after the selection is concluded.
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 substantially	In the composition of the committees, the following elements are considered: a minimum of 3 members; gender balance (whenever possible); the committee as a whole should have all the relevant experience, qualifications and competencies to assess the candidate. Although external expert(s) (outside the institution) are not included in committees for recruiting candidates (but are for scientific advancements), the practice is to always have one member from other research centre than the one having a recruitment process. Statistics on the composition of panels: For the 14 job positions announced for researchers in the last three years, 9 selection committees were appointed. In these 9 committees, there were 6 men and 21 women, and all the members were from the Institute.
17. Do we have clear rules concerning the composition of selection committees?	x	x		Yes completely	Rules concerning the composition of selection committees are described in the Statute of the Institute for Social Research in Zagreb (Articles 55 – 59).
18. Are the committees sufficiently gender-balanced?	x	x		Yes substantially	Institute is striving to achieve gender balance of the committees whenever possible, given that women comprise

					around 67% of all researchers, and 80% of researchers with the tenure. In the last three years, 77% of committee members were women.
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 substantially	Competencies and qualifications required for each position are defined in the job advertisements. The range of criteria for scientific positions is also described in the new Rulebook on Selection of ISRZ Scientific Positions (2018).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	All applicants are informed about the outcome at the end of the selection process.
21. Do we provide adequate feedback to interviewees?		x		Yes completely	All applicants are informed about the outcome at the end of the selection process in written notification, and they are entitled to further feedback upon request.
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	There were no complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substantially	The indicators that show the quality of the OTM-R practices are described in the Quality Assurance Manual, in the part about human resources management. This part of the QA Manual was based on the Institute's first HR strategy and action plan.

					One of the QA Manual objectives is "Recruitment of the best candidates through a clearly defined, transparent and unbiased selection and recruitment procedure", and the activity to achieve that goal is the "Establishment and implementation of an objective, transparent and unbiased selection procedure for new employees". The indicators that show the accomplishment of this activity, as defined in the QA Manual (page 17, 18), are: 1) records of job announcements, 2) recruitment criteria are made public, 3) applicants are informed about the outcome at the end of the selection process in written notification, 4) selection committees are comprised of members of both genders, and 5) number of complaints about the selection procedure. Institute will be able to establish a more precise and elaborate system for assessing whether OTM-R delivers on its objectives with the creation of the Institute's OTM-R policy document (planned for the period of Q1 2020 – Q2 2021).