



OTM-R Checklist

Centre for Research and Technology Hellas (CERTH)

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the “Answer” column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the “Suggested Indicators (on form of measurements)” column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
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.certh.gr/A58ACFC2.en.aspx
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes, partially	Upon request from the staff
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	- Training seminars for OTM-R on HR department staff
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	We don't have e-recruitment tools established
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	The working group is monitoring the OTM-R implementation
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	Organization publish the job vacancies in Diavgeia platform (a national state-owned website promoting transparency in the public sector) and in EURAXESS Jobs portal
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes, completely	Organization publish the job vacancies in Diavgeia platform (mandatory from Greek ministry) and in EURAXESS Jobs portal
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes, partially	We public the job vacancies open in order all underrepresented groups to have access
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	Organization share the applicants from outside the organisation through EURAXESS Jobs portal
Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	All the applications for each vacancy are evaluated by 3 persons committees' appointed by the organization (different evaluators per each job vacancy)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes, substantially	In EURAXESS Jobs portal is used this format, a different one is on CERTH's website

Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ <i>Yes, completely</i>	All the necessary information are included in the job advertisements
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ <i>Yes, completely</i>	- Public job vacancies adverts on EURAXESS - Trend in the share of applicants recruited from outside the organisation/abroad
Do we make use of other job advertising tools?	x	x		-/+ <i>Yes, partially</i>	The dedicated page of CERTH's website for job vacancies https://www.certh.gr/901C5382.en.aspx
Do we keep the administrative burden to a minimum for the candidate?	x			+/- <i>Yes, substantially</i>	HR department uses procedures and dedicated documents for all the job vacancies which reduce the administrative burden and make the procedures easier
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- <i>Yes, substantially</i>	All the applications for each vacancy are evaluated by 3 persons committees' appointed by the organization (different evaluators per each job vacancy)
Do we have clear rules concerning the composition of selection committees?		x	x	+/- <i>Yes, substantially</i>	The committees are appointed by the administration and different evaluators are appointed per each job vacancy
Are the committees sufficiently gender-balanced?		x	x	-/+ <i>Yes, partially</i>	There is not a specific mechanism for gender balance but the appointment on the evaluation committees is open
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	++ <i>Yes, completely</i>	Each committee has 3 members. For all job advertisements, a committee is established. The rules and the preconditions are already described in the job advertisements. So, the committees examine if the candidates fulfil the preconditions of the job advertisement.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			-/+ <i>Yes, partially</i>	Upon request
Do we provide adequate feedback to interviewees?	x			-/+ <i>Yes, partially</i>	Upon request
Do we have an appropriate complaints mechanism in place?	x			-- <i>No</i>	A complaints mechanism is not established yet
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- <i>Yes, substantially</i>	The working group is monitoring the OTM-R implementation