**TEMPLATE 3 – OTM-R Checklist**

Case number:

Name Organisation under review: Centre for Research and Technology Hellas (CERTH)

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Submission date:

Date endorsement Charter and Code:

**OTM-R Checklist**

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

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| --- | --- | --- | --- | --- | --- |
| ***OTM-R checklist for organisations*** | | | | | |
|  | **Open** | **Trans-parent** | **Merit-based** | **Answer: ++ Yes, c*ompletely***  ***+/-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 | *++ Yes, completely* | <https://www.certh.gr/A58ACFC2.en.aspx> |
| 2. 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 |
| 3. 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 |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x |  | *-- No* |  |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | *-- No* |  |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | *++ Yes, completely* | Organization publish the job vacancies on the website of the organization and on EURAXESS Jobs portal |
| 7. 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 on EURAXESS Jobs portal |
| 8. 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 |
| 9. 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 |
| 10. 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** |  |  |  |  |  |
| 11. 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 |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x |  | *+/-Yes, substantially* |  |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x |  | *++ Yes, completely* | - Public job vacancies adverts on EURAXESS - Trend in the share of applicants recruited from outside the organisation/abroad |
| 14. Do we make use of other job advertising tools? | x | x |  | *-/+ Yes, partially* | The dedicated page of CERTH’s website for job vacancies <https://www.certh.gr/901C5382.en.aspx> |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x |  |  | *+/-Yes, substantially* | 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** |  |  |  |  |  |
| 16. Do we have clear rules governing the appointment of selection committees? |  | x | x | *+/-Yes, substantially* | All the applications for each vacancy are evaluated by 3 persons committees’ appointed by the organization (different evaluators per each job vacancy) |
| 17. Do we have clear rules concerning the composition of selection committees? |  | x | x | *+/-Yes, substantially* | The committees are appointed by the administration and different evaluators are appointed per each job vacancy |
| 18. Are the committees sufficiently gender-balanced? |  | x | x | *-/+ Yes, partially* | There is not a specific mechanism for gender balance but the appointment on the evaluation committees is open |
| 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 | *-- No* |  |
| **Appointment phase** |  |  |  |  |  |
| 20. Do we inform all applicants at the end of the selection process? |  | x |  | *-/+ Yes, partially* | Upon request |
| 21. Do we provide adequate feedback to interviewees? |  | x |  | *-/+ Yes, partially* | Upon request |
| 22. Do we have an appropriate complaints mechanism in place? |  | x |  | *-- No* |  |
| **Overall assessment** |  |  |  |  |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | *+/-Yes, substantially* |  |