

### TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:

Organisation contact details:

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.

OTM-R control list for institutions					
	Open	Transp arent	Merit- based	Answer: ++ Completely yes, +/- Yes -/+ Partly yes, -- No	*Suggested indicators (or evaluation method)
<b>OTM-R System</b>					
1. Have we published our OTM-R policy on-line (in the mother tongue and the English language)?	x	x	x	-/+	The Medical University of Lodz (MUL) is working on the University OTM-R policy - a uniform document that will include, among others: information on the recruitment process, employee selection criteria, employment conditions and career path (the document will be available in Polish and English). We currently use internal regulations and legal acts that contain elements of this policy, e.g. the MUL Strategy for Development for the years 2015-2020

					PL: <a href="https://umed.pl/uczelnia/strategia/">https://umed.pl/uczelnia/strategia/</a> ENG: <a href="https://en.umed.pl/about-mul/strategy/">https://en.umed.pl/about-mul/strategy/</a>
2. Do we have an internal guide presenting clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Currently, rules for recruitment of academic teachers are regulated by the Statute of the Medical University of Lodz (Appendix No. 5 - Competitions). MUL has created a website: <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> , on recruitment and employment. It contains recruitment procedures for positions of academic teachers and support positions - administration and science <a href="http://kariera.umed.pl/index.php/kariera/">http://kariera.umed.pl/index.php/kariera/</a> . MUL will develop the English version of the website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> .
3. Are all people involved in the process sufficiently trained in the OTM-R area?	x	x	x	-/+	Members of the recruitment committees are properly prepared; they are familiar with qualification requirements and procedures related to law and internal legal provisions, regarding the particular recruitment. Employees of the Human Resources Office are properly trained and provide expert knowledge on employment policy and labour law. MUL will create the “ <b>Guide of Good Practice for the Recruitment and Employment Process</b> ” which will include procedures and currently applicable templates of documents. MUL will implement a recruitment form that will enable to standardise the method of conducting work interviews for academic teachers. The form is already used in recruitment for support positions - administration and science.
4. Do we use (to a sufficient extent) e-recruitment tools?	x	x		-/+	The University uses public, free on-line tools for publishing job vacancies (the EURAXESS portal, the database of the Ministry of Science and Higher Education, the University website)

					<p>and e-mail system.</p> <p>The University will implement advanced e-recruitment tools - an electronic recruitment form, including information on entitlements, obligations, employment conditions and employee benefits, an automatic feedback for the candidate after submitting the application, information on particular stages of recruitment.</p>
5. Do we have a quality control system for OTM-R?	x	x	x	-/+	<p>Currently, MUL does not have such a system. The University has a survey (so called exit interview) which is completed by employees leaving the University and whose results can be used as part of a quality control system for OTM-R.</p> <p>The University will create a quality control system for OTM-R: implement a survey examining the satisfaction of the recruitment process in recently hired employees, train OTM-R experts who will provide administrative support during the recruitment process and will perform advisory functions.</p>

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Job vacancies are available at the website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a>, the database of the Ministry of Science and Higher Education, on the EURAXESS portal. Job vacancies are promoted in University communication channels, e.g. in social media (Facebook, LinkedIn). The University proactively operates in the area of employer branding - promotional spots, social media, participation in job fairs and recruitment picnics. The University allows for publication of job vacancies on paid portals for professionals.</p> <p>UMED will develop the English version of the <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> website, which will include, among others, job offers, information on development opportunities. The template of the job application form will be extended by information on, among others, entitlements, duties and benefits offered by the University.</p>
7. Is our current OTM-R policy in line with the policy of attracting scientists from abroad?	x	x	x	-/+	<p>Job offers are published on the EURAXESS website EURAXESS.</p> <p>The English version of the <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> will be created.</p>
8. Is our current OTM-R policy in line with the policy of attracting under-represented groups?	x	x	x	-/+	<p>MUL supports the policy of equal opportunities, primarily in the aspect of gender balance, e.g. by implementing measures to support pregnant women and young mothers - shorter working hours, task-based working hours;</p> <p>The University will develop internal policy of equal opportunities. Members of the recruitment committees will have to read its provisions.</p>
9. Is our current OTM-R policy in line with the policy of providing attractive working conditions for scientists?	x	x	x	+/-	<p>The University uses handbooks for recently hired employees. Their aim is to disseminate knowledge about rights and duties of employees, possibilities of their development, contacts important for the adaptation of a new employee</p>

					<p>(so called on-boarding).  All necessary information is also available on the website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a>  The Office for Science, Strategy and Development as well as the Centre for Innovation and Technology Transfer informs on a possibility of participation in research and development projects – <a href="http://www.projekty.umed.pl">www.projekty.umed.pl</a>, as well as supports scientists in preparation and implementation of scientific and research projects, obtaining protection of intellectual property or commercialisation of scientific results.</p>
10. Do we have means to monitor if applicants are the most suitable scientists?				+/-	<p>Requirements for academic teachers, set during the recruitment process, are in compliance with national regulations, internal University regulations (e.g. the Statute) and they are verified at the stage of application analysis and selection. The composition of recruitment committees (in terms of numbers - at least 3 people, and competences - experts from the same or related field) is adequate to provide support during the selection process of the most suitable candidates. The University will introduce a periodical evaluation of an employee (in this case an academic teacher), which will allow for an analysis and evaluation of professional development.</p>
<b>Stage of announcement of job vacancies and filing applications</b>					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for published job vacancies?	x	x		+/-	<p>The Statute of the University contains current guidelines regarding job vacancies for academic teachers.  The EURAXESS portal has its own job vacancy template.  Updated templates of job vacancies will be</p>

					included in the “Guide to Good Practice in the Recruitment and Employment Process”
12. Do we include links to job vacancies references/links to all the elements provided in the relevant section of the toolkit? (see Chapter 4.4.1 a)	x	x		-/+	Currently, there is such a possibility. Most information, useful for candidate is available at <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> The templates for job vacancies will contain links to relevant sections of the website or legal acts.
13. Do we make full use of EURAXESS so that our research offers can reach a vast number of potential applicants?	x	x		+/-	Job offers for academic teachers are published on the EURAXESS website. This obligation results from the Act on Higher Education and Science as well as internal University regulations.
14. Do we use other tools for publishing job vacancies?	x	x		+/-	Job vacancies are available at the website <a href="http://www.kariera.umed.pl">www.kariera.umed.pl</a> , the database of the Ministry of Science and Higher Education and on the EURAXESS portal. Optionally, job offers in projects financed by the National Science Centre are published in the database of offers <a href="https://www.ncn.gov.pl/baza-ofert/">https://www.ncn.gov.pl/baza-ofert/</a> The University allows for publication of job vacancies on paid portals for professionals.
15. Do we reduce requirements regarding the recruitment process imposed upon candidates? (see Chapter 4.4.1 b)	x			+/-	Only necessary documents are required in the recruitment process. Candidates can apply from any place by sending their application via traditional mail or e-mail. It is possible to conduct recruitment in the form of video interviews.
<b>Stages of selection and evaluation</b>					
16. Do we have clear rules regarding the appointment of recruitment committees? (see Chapter 4.4.2 a)		x	x	+/-	Rules regarding the appointment of members of the competition committee are specified in the University Statute. This procedure is described in detail for each type of position and publicly available.

17. Do we have clear rules regarding the composition of the recruitment committee?		x	x	+/-	<p>The composition of recruitment committees is determined by the Statute. (Attachment No. 5 - Competitions).</p> <p>The committees consist of an appropriate number of properly selected members (minimum 3 persons) so that they are able to make a proper choice of candidates. The members of the recruitment committees are experts knowledgeable in a particular field or in a related field, have appropriate experience and know recruitment procedures.</p>
18. Are the committees sufficiently gender-balanced?		x	x	-/+	<p>At present, members of the recruitment committees are chosen primarily on the base of their competence and experience.</p> <p>The University will introduce appropriate provisions regarding gender balance in the process of selection of recruitment committee members.</p> <p>This aspect will be taken into account in the policy of equal opportunities, developed by the University.</p>
19. Do we have clear guidelines for recruitment committees in order to select the best candidate?			x	-/+	<p>The “Guide to Good Practice in the Recruitment and Employment Process” will include essential guidelines, e.g. a sample recruitment interview form with a set of questions for candidates.</p>
<b>Stages of appointment</b>					
20. Do we inform all candidates at the end of the recruitment process?		x		-/+	<p>Candidates receive information about qualifying for the next stage of the recruitment process and about the recruitment results via e-mail or by phone.</p> <p>The University plans to make the process automated by using e-recruitment tools: automatic notification of submission of the application, information on further stages of the recruitment process, confirmation of the recruitment interview date.</p>

21. Do we provide candidates with adequate feedback?		x		-/+	<p>Currently, the University provides feedback at the candidate's request.</p> <p>The Act on Higher Education and Science obliges the University to publish the outcome of the recruitment procedure with justification.</p> <p>The procedure for providing feedback to candidates will be described in the Guide to Good Practice in the Recruitment and Employment Process.</p>
22. Have we implemented a proper mechanism for filing complaints?		x		--	<p>You can now file a complaint in accordance with the applicable procedure for filing complaints and applications.</p> <p>The proper procedure will be included in the Guide to Good Practice in the Recruitment and Employment Process.</p> <p>There will also be a contact box in which you will have a possibility to leave your comments and opinions about the recruitment process.</p>
<b>Overall assessment</b>					
23. Do we have a system that allows us to assess whether OTM-R meets its objectives?				--	<p>The Human Resources Office will be responsible for monitoring the OTM-R University policy.</p> <p>Evaluation reports and possible recommendations will be made on the basis of data regarding the number of applications from outside the organization, the number of complaints as well as results of surveys on assessing the satisfaction of recently hired employees and exit interviews.</p>