UC3M'S OTM-R CHECKLIST

OTM-R system	Open	Trans-parent	Merit-based	**Answer:** ++ Yes, c*ompletely; +/- Yes, substantially; -/+ Yes, partially; -- No*	Indicators (or form of measurement)
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	*No*	We currently don't have an online OTM-R policy document, but requirements are completed through our HR policy. UC3M future objective is to go further in the OTM-R policy, and to include all these actions in the aforementioned document.
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*	The tenured faculty positions are subject to the national regulation in which it has established a merit-based procedure as a compulsory requirement before applying for it. The current regulation, in all of the recruitment processes for non-tenured faculty, has been updated at the beginning of 2018 and performing in the following months, according to the document's main principles *OTM-R Report* under the national framework. In addition, Post-doctoral positions has been standardized through recruitment in compliance with the current regulation.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*Yes, partially*	An Infoday was held in the UC3M, with the collaboration of FECYT (EURAXESS Spain) under the title: "Human Resources Strategies for Researchers: HRS4R & OTM-R The idea of the session was to inform the University community of the benefits of the HR Excellence in Research Logo and other relevant aspects such as the OTM-R Report issued by the EU. Several Focus Groups have been carried out, in different moments of the process since 2017. More than 100 researchers were involved on these. They were informed about HRS4R & OMT-R in

					the sessions, as well as in the questionnaire launched to the UC3M research community carried out in 2017. OTM-R has been also mentioned and explained, several times, at the Faculty Committee. The Selection Committee members are been trained, committing to compliance with the principles contained in the European C&C. These Committees commitment to apply objectively the defined scales, constantly endeavouring to make a selection according to the principles of merit and ability in a multidimensional curriculum.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*Yes, partially*	The existing e-recruitment strategy in the University will be enhanced, in line with the OTM-R Report. From 2014, UC3M is already using an electronic recruitment system (Convoc@), that ensures more international and open recruitment. A new Employee Portal/ website is going to be launched in May 2019. It will share all relevant aspects for any individual who has an interest in being contracted by UC3M and will offer a link for subscribers, to be reported about open-positions. UC3M disseminates most of the job openings, in international recruitment channels: Linkedin, EURAXESS jobs, etc.
5. Do we have a quality control system for OTM-R in place?	x	x	x	*Yes, partially*	The recruitment process is articulated in sequential committees. Each of them have the empowerment to ask for or to change the information received in case of inconsistencies. The union representatives are members of the selective committees to ensure a fair recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*Yes, completely*	We currently have a talent attraction policy, evidenced by different Programmes: Chairs of Excellence, CONEX, International Calls in UC3M departments, Calls for Early Stage Researchers linked to Marie Curie Network (European Training Network)

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*Yes, completely*	A large number of UC3M job openings are currently published both in Spanish and English, in international recruitment channels. UC3M new language policy is in progress. The regulation on the use of English in the University will be defined at the end of 2020.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*Yes, partially*	Gender issues are present in strategic decisions at the University. The Equality Unit is responsible for developing, implementing, monitoring and evaluating the II UC3M Equality Plan which is part of the UC3M Strategic Plan and establish the objectives in terms of promoting equal treatment and opportunities. The fourth axis of intervention inside the Equality Plan is "Teaching and Research".
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*Yes, partially*	UC3M endeavours to provide researchers with viable systems of professional development at all stages of their careers. It aims to guarantee that researchers are treated as professionals and as integral parts of the institution in which they work. The UC3M should make an important progress on this, before the end of 2021.
10. Do we have means to monitor whether the most suitable researchers apply?				*Yes, partially*	Different methods are used to ensure the recruitment of suitable researchers. Our own recruitment processes are supported by External Evaluation Committees, underpinned by interview processes, etc A large number of UC3M job openings are currently published in international recruitment channels.

Advertising and application phase	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely*; +/- *Yes, substantially*; -/+ *Yes, partially*; -- No	Indicators (or form of measurement)
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*Yes, partially*	A new Employee Portal/ website (launch in May 2019), will have defined templates to advertise all job positions. UC3M has established guidelines for job advertising, through different channels: email, internal Newsletter, Linkedin, EURAXESS Jobs, Research Gate, etc
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, partially*	UC3M fulfils in part with the references of the toolkit section at OTM-R document (4.4.1.a.) We will make an important progress on this, when the new employment website that includes complete information for all job advertisement.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*Yes, partially*	Recruitment offers for Marie Curie Networks are published in EURAXESS jobs. The aim is to make the network as visible as possible and to attract candidates from all over the world.
14. Do we make use of other job advertising tools?	x	x		*Yes, completely*	Linkedin, Facebook, Twitter, EURAXESS Jobs, Research Gate, etc
15. Do we keep the administrative burden to a minimum for the candidate?	x			*Yes, completely*	From 2014, UC3M is already using an electronic recruitment system (Convoc@) that ensures to keep the administrative burden to a minimum. In order to make a professional recruitment process we require original documents to be shown in interviews/welcome sessions.

Selection and evaluation phase	Open	Trans-parent	Merit-based	**Answer:** **++ Yes, c***ompletely; +/-* ***Yes, substantially; -/+*** ***Yes, partially; -- No***	Indicators (or form of measurement)
16. Do we have clear rules governing the appointment of selection committees?		x	x	*Yes, completely*	UC3M internal regulations set up the procedure for the committee appointments, including gender balance (60%F / 40%M) and nationality of the committee members.
17. Do we have clear rules concerning the composition of selection committees?		x	x	*Yes, partially*	UC3M internal regulations set up the procedure for the composition of selection committees. Moreover, all the Call texts include the rules concerning the composition of selection committees
18. Are the committees sufficiently gender-balanced?		x	x	*Yes, completely*	The selection committees are balanced in gender, as long as, there are no objective and motivated reasons for not keeping this balance.
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, completely	Internal regulation of UC3M establishes clear guidelines for selection committees performance. On the other hand, it has been designed a training action, including a video about the "Recruitment of Researchers in the European Area", for the Selection Committee members comply with the principles contained in the C&C

Appointment phase	Open	Trans-parent	Merit-based	Answer: ++ Yes, c*ompletely*; +/- *Yes, substantially*; -/+ *Yes, partially*; -- No	Indicators (or form of measurement)
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	All applicants are informed through UC3M Employment website publication (List of admitted, excluded, beneficiaries, etc). Most of the applicants are informed by email. If the applicants ask for specific feedback, are assisted in person or by phone.
21. Do we provide adequate feedback to interviewees?		x		Yes, partially	All applicants, including interviewees, are informed through UC3M Employment website publications or emails. If the applicants ask for specific feedback, are assisted in person or by phone.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	As it is described in the Administrative Spanish Law, all candidates have the right to initiate requests and appeals, after receiving feedback on the eligibility/evaluation of their applications. UC3M informed the candidates about these mechanisms. Other complaints mechanisms are: University Ombudsman, "Opina" system, etc
Overall assessment	**Open**	**Trans-parent**	**Merit-based**	**Answer:** **++ Yes, c***ompletely***; +/-** ***Yes, substantially***; -/+** ***Yes, partially***; -- No**	**Indicators (or form of measurement)**
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*Yes, substantially*	UC3M is a public university that follows the Administrative Spanish law and the University regulations, so we follow the established requirements aligned with the OTM-R objectives. The HR Excellence Award itself, has committed UC3M to continuously improve in the OTM-R Policy.