

## TEMPLATE 3 – OTM-R Checklist

Case number: **2019ES407122**

Name Organisation under review: Universidad del Pais Vasco/Euskal Herriko Unibertsitatea (UPV/EHU)

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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.

| <i>OTM-R checklist for organisations</i>   |      |                  |                 |   |   |
|--|------|------------------|-----------------|---|---|
|  | Open | Trans-<br>parent | Merit-<br>based | Answer:<br>++ Yes, <i>completely</i><br>+/-Yes,<br><i>substantially</i><br>-/+ Yes, <i>partially</i><br>-- No | *Suggested indicators (or form of measurement)  |
| <b>OTM-R system</b>  |      |                  |                 |   |   |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)? | X    | X                | X               | -/+   | We do not have a specific OMT-R policy. We use our University website: <a href="https://www.ehu.eus/es/web/iip">https://www.ehu.eus/es/web/iip</a> , as well as the publications on the page of the Vice-Rector's Office for Research: <a href="https://www.ehu.eus/es/web/ikerkuntza">https://www.ehu.eus/es/web/ikerkuntza</a> . The languages used were Spanish and Basque. Publication in English is pending There exists a |

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|  |   |   |   |     | strong collaboration with the Ikerbasque Program for recruiting researchers.   |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | X | X | X | -/- | We do not have our own action guide. Therefore, we refer directly to our website, where all the regulations for the recruitment of researchers and the calls are posted: <a href="https://www.ehu.eus/es/web/iip">https://www.ehu.eus/es/web/iip</a> . The languages used are Spanish and Basque. Publication in English is pending  |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | X | X | X | -/+ | There has been no sufficient training so far in the area of the OMT-R (Recruitment policy)   |
| 4. Do we make (sufficient) use of e-recruitment tools?   | X | X |   | -/+ | We use our University website: <a href="https://www.ehu.eus/es/web/iip">https://www.ehu.eus/es/web/iip</a> . Some of the processes are implemented while others are pending.   |
| 5. Do we have a quality control system for OTM-R in place?   | X | X | X | -/+ | To recruit researchers and lecturing staff, the recruitment service of the University carries out a first check of the selection criteria and the composition of the Evaluation Commissions. All these are regulated according to the following legal texts: Law 14/2011, of June 1, on Science, Technology and Innovation, Law 3/2004, of February 25, of the Basque University System; Resolution of May 2, 2011, January 18, 2019, UPV/EHU Statutes (Decree 17/2011, February 15) |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                     | X | X | X | -/+ | Our current policy guarantees equal opportunities without discrimination, and it is based on merit. The regulations that apply for calls are open to internal and external candidates (the whole European Community). The calls are published on our website, in Spanish and Basque.   |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad?                     | X | X | X | -/+ | Our current policy guarantees equal opportunities without discrimination, and it is based on merit. The regulations that apply for calls are open to internal and external candidates (the whole European Community). The calls are published on our website, in Spanish and Basque.   |

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| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?   | X | X | X | -/+ | The calls do not limit access to underrepresented groups in any way. Moreover, a Directorate for Equality exists at the UPV/EHU ( <a href="https://www.ehu.eus/es/web/berdintasuna-direccionparalaigualdad">https://www.ehu.eus/es/web/berdintasuna-direccionparalaigualdad</a> ). It ensures that these principles are fulfilled. |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?                   | X | X | X | -/+ | There is no specific OTM-R policy. Therefore, working conditions are directly marked by different legal frameworks with room for improvement. In some cases, this room for improvement has not been applied in the right direction when it comes to attracting foreign researchers.  |
| 10. Do we have means to monitor whether the most suitable researchers apply?   | X | X | X | +/- | The Evaluation Commissions make the selection, based on the established criteria so that the optimal level of the selected candidates is guaranteed.   |
| <b>Advertising and application phase</b>   |   |   |   |     |  |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?   | X | X |   | -/- | There are guidelines to publish the positions at <a href="https://www.whu.wua/es/web/iip">https://www.whu.wua/es/web/iip</a> . However, they are not well adapted to promote the publication of the calls in English and on international advertising sites, EURAXESS, for example.  |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | X | X |   | +/+ | There are guidelines to publish the positions ( <a href="https://www.whu.wua/es/web/iip">https://www.whu.wua/es/web/iip</a> ). However, they are not well adapted to promote the publication of the calls in English and on international advertising sites, EURAXESS, for example.  |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | X | X |   | -/- | The University does not use EURAXESS for advertising positions in a general way. However, some Departments and Research Groups publish their job vacancies by their own initiative in EURAXESS.  |
| 14. Do we make use of other job advertising tools?   | X | X |   | +/- | We use our corporate website ( <a href="https://www.ehu.eus/es/web/ii">https://www.ehu.eus/es/web/ii</a> ) and the website of the Vice-Rectorate for Research  |

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|  |   |   |   |     | <p>(<a href="https://www.ehu.eus/es/web/ikerkuntza">https://www.ehu.eus/es/web/ikerkuntza</a>), where the calls for all positions appear.</p> <p>Likewise, calls from the Ministry, Ikerbasque, the Basque Government and the European Union can also be found, with their respective links, on both websites.</p>   |
| 15. Do we keep the administrative burden to a minimum for the candidate?       | X |   |   | +/- | The requested documents are those strictly necessary to evaluate the candidates. Efforts are being made to minimize the candidate's administrative burden (immigration permissions, etc.) as far as possible.  |
| <b>Selection and evaluation phase</b>  |   |   |   |     |  |
| 16. Do we have clear rules governing the appointment of selection committees?  |   | X | X | +/+ | Our regulations for hiring research staff detail the rules for the selection criteria to be used by the Selection Committees. The process have always been public and clearly regulated by UPV/EHU Statutes; Law 2/2004, of February 25, Basque University System; Resolution May 2, 2011, Vice-Rector of PDI; Law 14-2022, of June 1, on Science, Technology and Innovation.  |
| 17. Do we have clear rules concerning the composition of selection committees? |   | X | X | +/+ | Our regulations for hiring research staff indicate the proper composition of the Selection Committees. This is always public and the process clearly regulated by UPV/EHU Statutes; Law 2/2004, of February 25, Basque University System; Resolution May 2, 2011, Vice-Rector of PDI; Law 14-2022, of June 1, on Science, Technology and innovation.   |
| 18. Are the committees sufficiently gender-balanced?                           |   | X | X | +/- | <p>Following the Spanish Act on Equality of Women and Men, an equal proportion of women and men take part in the Evaluation Committees, whenever possible. Depending on the process, there could be variations.</p> <p>Gender equality and non-discrimination rules are supervised by the UPV/EHU Directorate of Equality (<a href="https://www.ehu.eus/es/web/berdintasuna-direccionparalaigualdad">https://www.ehu.eus/es/web/berdintasuna-direccionparalaigualdad</a>).</p> |

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| 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  | +/- | Our regulations for hiring research staff have clear regulations for selection criteria, and scales are set by the Selection Committees. These scales, in many cases, are applied more quantitatively than qualitatively.  |
| <b>Appointment phase</b>   |    |    |    |     |  |
| 20. Do we inform all applicants at the end of the selection process?   |    | X  |    | +/- | In all recruitment processes, all the results and information about the steps are published for the candidates on the website of the Personnel Service ( <a href="https://www.ehu.eus/es/web/iip">https://www.ehu.eus/es/web/iip</a> )   |
| 21. Do we provide adequate feedback to interviewees?   |    | X  |    | -/+ | The situation of each phase of the process is published on the Personnel Service Website ( <a href="https://www.ehu.eus/es/web/iip">https://www.ehu.eus/es/web/iip</a> )   |
| 22. Do we have an appropriate complaints mechanism in place?   |    | X  |    | -/+ | The regulations clearly establish how to proceed with complaints. They are usually received via the General Registry (personally or electronically) ( <a href="https://egoitza.ehu.eus/egoitza/erregistro?langId=es">https://egoitza.ehu.eus/egoitza/erregistro?langId=es</a> ).<br>When a complaint or claim is received, it is followed up until its resolution, which is communicated mail to establish a written record. |
| <b>Overall assessment</b>  |    |    |    |     |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives?   | -- | -- | -- | -/- | We do not have an established system to evaluate this.   |