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 checklist for organisations					
	Open	**Transparent**	**Merit based**	**Answer:** **++ Yes, *completely*** ***+/-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	*+/+*	EHU has adopted an institutional Open, Transparent and Merit-Based Recruitment (OTM-R) Policy aligned with the European Charter for Researchers, the Code of Conduct for the Recruitment of Researchers and the HRS4R framework. HR EXCELLENCE IN RESEARCH - Vicerrectorado de Investigación - EHU The policy establishes recruitment principles, roles, procedures, monitoring mechanisms and quality standards applicable to all research positions (R1-R4). Publication on the institutional website is foreseen to guarantee public accessibility in both Spanish/Basque and English.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	-/-	A specific OTM-R policy has been defined for the University of the Basque Country (EHU). As is defined in it, all regulations for the recruitment of researchers and the calls are posted in our web: https://www.ehu.eus/es/web/iip. The internal guide must be developed
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	-/+	Training has begun, starting with the OTM-R monitoring committee. Training procedures are listed as a weakness, and work is planned to address this issue.
4. Do we make (sufficient) use of e-recruitment tools?	X	X		-/+	We use our University website: https://www.ehu.eus/es/web/iip. 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. Recruitment procedures are based primarily on the Regulations on the Recruitment of Temporary Teaching and Research Staff (Resolution of 2 May 2011, amended on 18 January 2019), together with the provisions set out in Organic Law 2/2023 on the University System (LOSU), Law 14/2011 on Science, Technology and Innovation, as amended by Law 17/2022, and the legislation of the Basque University System. Indicators have been defined to monitor the procurement processes; these will be assessed by the OTM-R Implementation Working Group. The working group will also determine any necessary corrective measures.

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. We are working on establishing the procedure for publishing calls for proposals on Euraxess, in the same way as we already do for MSCA calls.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	-/+	Yes, the policy has been drawn up with that objective in mind. To this end, particular emphasis is placed on the need to publish vacancies on Euraxess, and the procedure for doing so is currently being developed. In addition, a document entitled 'Research Career at the EHU' has been prepared and published, summarising the most relevant information for researchers wishing to find out about the opportunities offered by the EHU. This document will be updated annually (version 1 published in 2026). The EHU has a specific programme: International Welcome Centre (EHU) - International Welcome Centre - EHU
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 (https://www.ehu.eus/es/web/berdintasunadirecciononparalaigualdad). 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	-/+	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.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		-/-	There are guidelines to publish the positions at https://www.whu.wua/es/web/iip. 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 (https://www.whu.wua/es/web/iip). 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		-/-	Research vacancies are advertised through institutional channels and international dissemination through EURAXESS is progressively being strengthened. EURAXESS publication is already used in some schemes (e.g. MSCA) and forms part of the institution's strategy to increase international visibility and researcher attraction.
14. Do we make use of other job advertising tools?	X	X		+/-	We use our corporate website (https://www.ehu.eus/es/web/ii) and the website of the Vice-Rectorate for Research

					(https://www.ehu.eus/es/web/ikerkuntza), where the calls for all positions appear. Likewise, calls from the Ministry, Ikerbasque, the Basque Government and the European Union can also be found, with their respective links, on both websites.
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.
Selection and evaluation phase					
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, ViceRector 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 genderbalanced?		X	X	*+/+*	Yes. 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. Gender equality and non-discrimination rules are supervised by the UPV/EHU Directorate of Equality (https://www.ehu.eus/es/web/berdintasunadireccionparalaigualdad).

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.
Appointment phase					
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 (https://www.ehu.eus/es/web/iip)
21. Do we provide adequate feedback to interviewees?		X		-/+	The situation of each phase of the process is published on the Personnel Service Website (https://www.ehu.eus/es/web/iip)
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) (https://egoitza.ehu.eus/egoitza/erregistro?langld=es). When a complaint or claim is received, it is followed up until its resolution, which is communicated mail to establish a written record.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	--	--	--	-/+	The University of the Basque Country (EHU) has established a framework for monitoring and continuous improvement regarding the implementation of the OTM-R. The policy calls for periodic reviews based on indicators such as the number of international applicants, gender parity, selection timelines, and candidate satisfaction. The results will serve as the basis for continuous improvement and for HRS4R reporting.