

OTM-R Checklist

Case number:

Name Organisation under review:

Organisation's contact details:

Date endorsement charter and code:

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- > The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-recruitment platform and cannot be changed. No action is needed from institutions in their respect.
- > The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- > For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

| | Open | Transparent | Merit-Based | Answer: (++) Yes completely / +- Yes substantially / -+ Yes partially / -- no) | Suggested indicators, Current status, indicators, comments |
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| 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 | Website: http://www.iciq.org/about-us/hr-excellence-in-research ICIQ has a recruitment policy that is available in our website: http://www.iciq.org/about-us/hr-excellence-in-research/ in English and in Catalan. This policy follows OTM-R principles. The previous internal Review is also published in this section, which contains the OTM-R checklist that was submitted to EURAXESS in 2020, in order to show the evolution. |

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| <p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p> | x | x | x | Yes, substantially | <p>Recruitment Policy</p> <p>Our recruitment policy follows OTM-R procedures. In addition, we have created a guide with the different stages of the recruitment process and an internal document for the hiring process at ICIQ as well as a FAQs document for the application process. The recruitment process and OTM-R principles are also highlighted in all job postings, as well as the selection process and phases.</p> |
| <p>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</p> | x | x | x | Yes, substantially | <p>Training for Group Leaders, Hiring Manages and People Unit about unconscious bias in the recruitment process (delivered in 2022) Video of Recruitment Bias in Research Institutes by CERCA. Information on the E-recruitment platform</p> <p>Group Leaders and Hiring Managers have been trained and informed on our new E-recruitment platform and, hence, on the steps of the recruitment process and candidate selection. In addition to training sessions with Group Leaders as well as People Unit the recruitment platform encourages the use of interview guides and incorporates Evaluation reports and Interview Guidelines. Moreover, a training on unconscious bias in the recruitment process that was delivered in 2022, a video of recruitment Bias in Research and a webinar from Euraxess has been shared with GL's and the People Unit. https://www.youtube.com/watch?v=g978T58gELo&feature=youtu.be&list=PLIRaTLZqki-CuOpGbTSp_CUgJvyBM_Btj OTM-R Checklist EURAXESS (europa.eu)</p> |
| <p>4. Do we make (sufficient) use of E-recruitment tools?</p> | x | x | | Yes, completely | <p>Recruitment Platform: https://careers.iciq.org</p> <p>All the recruitment process is on the E-recruitment platform. Through our E-recruitment platform, all hiring managers can access the many functionalities it offers, such as connecting options for candidates, job offer promotion, analytics, personalized and automated message responses by the Talent Officer. Moreover, it offers the option to schedule interviews directly from the platform, message and extend job offers to candidates. Additionally, it provides the option to include all selection committee members in the hiring process, create hiring teams, content management and candidate evaluation.</p> <p>A training on the use of the E-recruitment platform has been completed, as well as a user's manual for hiring managers.</p> <p>A link to the Recruitment policy and OTM-R has been included in the employee intranet, for staff to consult when needed.</p> <p>A link to the Recruitment Bias in Research Institutes. CERCA, has been facilitated to hiring managers.</p> |

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| <p>5. Do we have a quality control system for OTM-R in place?</p> | x | x | x | Yes, completely | <p>Monitor the Recruitment on an annual basis, done on the E-recruitment Platform.</p> <p>The quality control System for OTM-R is in place for the MSCA-COFUND Postdoctoral Programme and MSCA-ITN/DN and for several recruitment processes within competitive projects (Severo Ochoa). A quality control system for other recruitment processes is ongoing and facilitated by the E-recruitment platform, controlled by the People unit. The E-recruitment platform allows the People unit staff to control all the applications received, candidates, documentation, analytics and dissemination. The People Unit with the hiring managers can control if and when a candidate is rejected, reviewed, and the messages and notes sent to candidates. In addition, the platform serves as a clear and transparent mechanism to ensure all activity is tracked, from messages to candidates, that interviews are scheduled, candidate evaluation and selection. The People Manager, the Administrative Director and the Talent Officer have access to all of the recruitment processes, and can serve as a double check of what hiring managers are doing during the recruitment process.</p> |
| <p>6. Does our current OTM-R policy encourage external candidates to apply?</p> | x | x | x | Yes, completely | <p>Link to our web: careers page Institute Chemical Research Catalonia ICIQ's Career Portal - ICIQ</p> <p>All researcher job vacancies are advertised in English, on our Career Portal and on the EURAXESS webpage at least, with other job portals usually included, such as SOMMA, the URV, UB, Biocat, Science HR, RSEQ, Societat Catalana de Química, IQS and more national and international portals. In addition, our E-recruitment platform, offers additional free ad-ins to disseminate positions (job-boards, LinkedIn etc.). Moreover, the Communications Department conducts dissemination through the weekly newsletter, social media (LinkedIn posts, twitter (X), Instagram, Facebook). There have been instances where paid job postings have been made, primarily through Academic positions and Find a PhD, for PhD calls (2023). The percentage of external applicants per selection process is higher than 99%.</p> |
| <p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p> | x | x | x | Yes, completely | <p>All the research positions are in English and are advertised in EURAXESS and other international recruitment platforms as academic positions and Find a PhD, as well as linked in, twitter(X); indeed ...social media with international impact. Indicator: In 2023, 50% of our researchers were of international origin. Indicator PhD General Calls: 97% of eligible applicants are international candidates (2023).</p> |
| <p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p> | x | x | x | Yes, substantially | <p>ICIQ is an equal opportunity employer. The principle of equality between men and women is considered, in accordance with the Organic Law 3/2007, of March 22, 2007, for the effective equality of women and men. In 2019, we updated the equality plan, including several actions to increase the number of women in science and encourage applications from candidates with disabilities. ICIQ is obliged to reserve a quota of more than 7% for people with disabilities, so that</p> |

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| | | | | | <p>finally this group reaches 2% of the workforce.</p> <p>All our job position descriptions are checked to ensure a more inclusive use of language and include information on ICIQ as an equal opportunities' employer. In addition, PhD student positions are regularly published in the Servei d'Ocupació de Catalunya (SOC), in active search for researchers with disabilities.</p> <p>Indicator: PhD General Call 2023: only 32% of all applicants were female graduates, but an equal number of female and male applicants were hired.</p> <p>In 2024 we will launch a programme fostering female talent in LATAM through (IVORI Programme), specially designed to create opportunities for a more equitable and inclusive future.</p> |
| <p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p> | x | x | x | Yes, completely | <p>Institute Chemical Research Catalonia ICIQ's Career Portal - ICIQ and an internal document for employees accessible in the intranet of Working Day Regulations.</p> <p>Access to conciliation measures such as a flexible timetable, teleworking (under certain circumstances), a greater amount of vacation days and other measures to allow balancing work and life.</p> <p>In order to promote a good balance between work and life, ICIQ offers the staff the flexibility to carry out their working day during the center's opening hours (from 7.00 a.m. to 10:00 p.m.), meaning flexible entry hours and the possibility to compensate a certain amount of irregular working hours during the week.</p> <p>ICIQ offers a scientifically stimulating and creative environment, which encourages innovation, as well as an intensive training offer in technical and soft skills, complementary to excellent scientific training. The newly created SHARP (Severo Ochoa PhD Training Programme), offers cutting edge training for PhD students of all years, which is an added incentive for researchers, in addition to our already existing training portfolio (technical, soft skills and languages) and the ICIQ Seminar Programme, a meeting point for top-class chemists undertaking ground breaking research.</p> |
| <p>10. Do we have means to monitor whether the most suitable researchers apply?</p> | x | | | Yes, partially | <p>Our E-recruitment platform is able to create analytics for each position regarding applicants' characteristics (such as gender, age, nationality, university or research center of origin, etc.). Likewise, it also monitors the source of the applications, such as websites, social media and through Google analytics.</p> <p>Nevertheless, indicators must be used to developed recruitment strategies to increase candidate reach and attraction.</p> |

| Advertising and application phase | | | | | |
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| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | Yes, completely | <p>People Unit templates for recruitment and selection. Internal document for the hiring process.</p> <p>Internal recruitment procedure (created in 2017 and updated in 2023), which includes templates and guidelines for job offers available. Supervision of job offers by the People Unit.</p> |
| 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, completely | <p>The job advertisement includes information. Institute Chemical Research Catalonia ICIQ's Career Portal - ICIQ</p> <p>Several of ICIQ's job advertisements comply with all the elements foreseen in Chapter 4.4.1 on: The International PhD calls, the MSCA-COFUND postdoctoral programmes and the MSCA-ITN/DN programs.</p> <p>In the job ads, significant elements are provided. Website links to EURAXESS, OTM-R policy or Equal Opportunity as employer, e-mail for any recruitment suggestions or queries. For other complaints or to report an incident, you can use ICIQ's ICIQ whistleblower channel</p> <p>The rest of the job advertisements comply with all of the requirements in Chapter 4.4.1, except description of the salary associated to the position, that not all the positions have this information.</p> |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | Yes, completely | <p>All positions are disseminated on EURAXESS</p> <p>100% of our job offers are posted on EURAXESS and with the appropriate tags and requirements in order to attract the correct profiles (background, research field, etc).</p> |
| 14. Do we make use of other job advertising tools? | x | x | | Yes, completely | <p>ICIQ uses a variety of tools and channels to disseminate the job offers and international calls such as the ICIQ Career Portal, EURAXESS, other national and international advertising tools, such as universities, chemistry societies and also social networks such as Twitter, Instagram, Facebook or LinkedIn. Thee- recruitment platform, includes promotion ad-ins, a QR code and poster option, plus the use of the collected websites in our database.</p> |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x | | | Yes, completely | <p>Candidates complete the application through our E-recruitment platform, which is very simple and user friendly.</p> <p>Our selection processes ensure a minimum administrative burden for the candidate.</p> |

| Selection and evaluation phase | | | | | |
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| <p>16. Do we have clear rules governing the appointment of selection committees?</p> | | x | x | Yes, substantially | <p>The evaluation of the applicants and the candidate selection will be performed by a selection committee, appointed at the time of publication of the offer, or beforehand, whenever possible. Selection committees may vary depending on whether the position is a management or a research position. Each member of the selection committee will be granted access to the job pipeline in the E-recruitment platform, and to all the applications received and their pertaining documents.</p> |
| <p>17. Do we have clear rules concerning the composition of selection committees?</p> | | x | x | Yes, substantially | <p>We have clear rules on the composition of the selection committees for recruitment processes, as stated in our recruitment policy. In addition, the People Unit (Talent Officer and/or Manager), are part of all of the selection committees and hiring processes at ICIQ.</p> <p>The Selection Committee will be composed of a minimum of three members with different levels of experience and competences, ensuring an appropriate balance between men and women in order to contribute to gender-sensitive outcomes. The committee will ensure that the academic, research and professional (including non-official) qualifications of all applicants, as well as international and professional mobility, are properly assessed and evaluated. Ensuring the published evaluation criteria is consistent with the requirements of the job offered.</p> <p>The Selection Committees can be external for specific positions, such as for Group Leader positions, whereby an external committee is created to evaluate and assess the candidates.</p> <p>The selection committee members will vary according to the characteristics of the job position to be published. The composition will include a minimum of:</p> <ul style="list-style-type: none"> • Hiring Manager/Supervisor: The Group Leader or Senior Researcher, Administrative Director or Unit or Department Manager of the position. • A member of the People Unit, the Talent Officer, who ensures that all members understand and execute their roles in the recruitment process. • A member of the Research group / Research Support Unit and/or the People Manager. <p>The Selection Committee members are granted access to the E-recruitment tool in order to evaluate all the candidacies received for the position.</p> |
| <p>18. Are the committees sufficiently gender-balanced?</p> | | x | x | Yes, substantially | <p>Yes, before establishing a selection committee and, wherever possible, the People unit ensures there is a gender-balance. Although there are instances that due to the requirements of the position and those who must be part of the selection committee, that a gender-balance cannot be achieved. Nonetheless, gender diversity is always represented.</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 | Yes, substantially | <p>We have guidelines to help judge merit in a way that leads to the best candidate being selected, as instructed in the Evaluation and Selection Report Guidelines. Both on file and through our E-recruitment platform, the Evaluation and Selection guidelines emphasize how to properly evaluate a candidate, according to general items such as academic and research experience, CV, requirements and accomplishments, English level, valued qualities and soft skills (team player, conflict solver, empathy, drive and social skills).</p> <p>A video from the CERCA Institution on "Recruitment Bias in Research" is accessible for all the selection panel.</p> <p>Recruitment Bias in Research Institutes - YouTube</p> |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process | | x | | Yes, completely | <p>All candidates are informed at the end of the selection process. In addition, all candidates receive personalized messages from the Talent Officer regarding the status of their application and, eventually, their rejection. Candidates who have been interviewed receive personalized feedback on their application and the reasons why they were not selected in the end, either by the Talent Officer (for Management, KTT and RSA positions) or the Group Leader/hiring manager for research positions.</p> |
| 21. Do we provide adequate feedback to interviewees? | | x | | Yes, completely | <p>We inform all candidates of the result of the selection process, and we provide information about their strengths and weaknesses to the shortlisted candidates that are interviewed. Candidates who have been interviewed receive personalized feedback on their application and the reasons why they were not selected in the end, either by the Talent Officer (for Management, KTT and Scientific Core Facilities positions) or the Group Leader/hiring manager for research positions.</p> |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | Yes, completely | <p>At present, all candidates can contact us through our recruitment specific e-mail address at positions@icq.es for queries, complaints or suggestions. In addition, there is an official complaints mechanism through which candidates can inform of any recruitment mal practice they have encountered. Said mechanism is in place for any whistleblowing action or complaint at ICIQ, including recruitment or personnel issues, it is anonymous and can be found both in our website and the intranet: complaints channel / whistleblowing https://icq.report2box.com/home.</p> |
| Overall assessment | | | | | |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | Yes, substantially | <p>As this will be the first year we have the E-recruitment platform, it is too early to assess whether our OTMR strategy delivers in its objectives. First, we have to evaluate the system and platform in order to put a useful measurement in place.</p> |