

TEMPLATE 3 – OTM-R Checklist

++ 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)?	++	In Polish - polityka-rekrutacji.pdf (ifj.edu.pl) In English - otm-r-policy.pdf (ifj.edu.pl) These websites gather all kind of information about OTM-R, Charter and Code and related to the career development for researchers.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	++	In Polish- – polityka-rekrutacji.pdf (ifj.edu.pl) In English - table 1 and 2 – otm-r-policy.pdf (ifj.edu.pl) For the recruitment of researchers a new regulation has been developed and after that a clear guide of procedures and practices will be produced
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	++	Specific informative session has been conducted in 2018 about Euraxess and OTM-R procedures with key actors. Members of the selection committee will have training as soon as they appointed by the General Director. Training programs dedicated to all selection committee members are under continues scheduling.
4. Do we make (sufficient) use of e-recruitment tools?	+/-	Applications can be sent by email at jobs@ifj.edu.pl . We use interviews via Zoom, telephone conferences, or other on-line communication methods. <i>We are currently exploring the possibility of implementing an e-recruitment tool or the introduction of online submission of applications and for all the stages of the recruitment process (i.e. Jobs online).</i>
5. Do we have a quality control system for OTM-R in place?	++	We have constituted a HRS4R Monitoring Group and the OTM-R Working Group to monitor the quality of OTM-R (regular meetings and review). The selection committee uses an evaluation grid, which is the same for all candidates and reflects the criteria mentioned in the call.
6. Does our current OTM-R policy encourage external candidates to apply?	++	Trend in the share of applicants from outside the organization 100% scientific vacancies –communication in English, new webpage (IFJ, career). There is flexibility to start the contract. Our job offers for research positions are always published on our homepage as well as on the EURAXESS.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	++	Positive trend in the share of applicants from outside the institution. IFJ supports the applicants in the procedure for work visa permit (the special assistant). Although internal regulations relate to OTM-R Policy, the response of foreign researchers is small. Our job offers for research posts are always published on our homepage as well as on the EURAXESS site in English. It is also possible to conduct interviews e.g. via Zoom in English.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	++	Trend in the share of applicants among underrepresented groups (frequently women) Advertising for all positions did not restrict in any way the access of underrepresented groups. IFJ is an equal opportunities employer and does not discriminate against any category or groups of applicants. OTM-R policy does not discourage underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	++	Institute offers the attractive working conditions -sabbatical, mobility programmes, flexible working hours. At the same time we offer work in a multicultural environment, part-time job possibilities, (future) home office. descent salary, 36 days holidays

		These incentives are offered to all groups, regardless of gender, race, religion. At the same time, we enable scientists to reconcile family and work life. IFJ has a full time Health and Safety Officer who ensures an appropriate and safe working environment.
10. Do we have means to monitor whether the most suitable researchers apply?	+/-	The selection is done by the Selection Committees according to the criteria that their members have decided. Our clear principles of recruitment guarantee the ability to obtain the best possible and the most suitable researchers. At present, we do not have a special monitoring system.
Advertising and application phase		
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	++	There are written templates for the advertising of positions, but there should be more adapted to promote the publication of the calls in English and in international advertising sites.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	++	Most of the sections suggested by OTM-R are included in the job advertisement. Job advertisement contains– name of vacant job position, job description, qualification requirement, date of onboarding. The general conditions applicable to our research positions are mentioned in each call/ vacancy published. Guide for newcomers is available - Institute of Nuclear Physics PAN (ifj.edu.pl) .
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	++	100% of vacancies for research staff are published on the EURAXESS portal. Official website of IFJ is used
14. Do we make use of other job advertising tools?	+/-	Euraxess, inSpire, NCN, MNiSW When e-recruitment will be implemented IFJ PAN will be in a position to provide an even better service. We will try to start using new channels to disseminate vacancies like earthworks-jobs to have better level of effectiveness in hiring foreign researchers.
15. Do we keep the administrative burden to a minimum for the candidate?	++	there is no obligation to provide certificates, validation or translation of the title and qualifications at the application stage. The requested documents are those strictly necessary to assess the candidates. We keep requirements to a minimum and documents have only to be provided in electronic format. Documents requested were: Application Form, CV, Supporting letters and Certificates. the documents can be sent electronically. International applicants, successfully shortlisted, can undertake their interview via Zoom
Selection and evaluation phase		
16. Do we have clear rules governing the appointment of selection committees?	++	There are clear rules on the appointment of selection committees both for the recruitment of professors and for the recruitment of researchers. The updated OTM-R policy include detailed rules for the appointment of selection committees.
17. Do we have clear rules concerning the composition of selection committees?	++	Internal Policies state clearly on the composition on appointment composition of the committees. The updated OTM-R policy include detailed rules concerning the composition of selection committees
18. Are the committees sufficiently gender-balanced?	+/-	According to OTM-R Policy in the Institute, selection committees have at least 3 members and if possible, gender-balanced. We do not have regulation on gender representation in commissions, abovementioned regulations do not indicate gender of the committee members, it is based on their competences. Committees are not always gender -balanced because of the comparatively low number of women in R3 and R4 research categories.

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?	++	Written guidelines and templates Standardized committee forms are used during the evaluation. The OTM-R policy includes detailed rules to help to judge merits.
Appointment phase		
20. Do we inform all applicants at the end of the selection process?	++	The outcome of the evaluation is sent to all applicants by email. All applicants are notified at the end of the interview process of their outcome either successful or non-successful in writing.
21. Do we provide adequate feedback to interviewees?	++	All applicants receive an email acknowledging that their application has been received and providing with further information on the recruitment process. All candidates are provided with feedback following the result of the selection process (decision and justification).
22. Do we have an appropriate complaints mechanism in place?	++	Each applicant can send a complaint. There is a general procedure for complaints. Regulations clearly establish the complaint mechanisms for adjuncts, professors and researchers.
Overall assessment		
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	++	OTM-R and Monitoring Group will enable monitoring whether OTM-R delivers on its objectives and its quality (regular meetings, propositions, and implementation. Activities for the improvement of the system to assess whether OTM-R delivers on its objectives are part of the revised Action Plan.

Proposed ACTIONS Free text -100 words max	Timing	Responsible Unit	Indicator(s) / Target(s)
<i>Angielskie wersje regulaminów dla poszczególnych stanowisk</i>	3Q 2019		
<i>Przewodnik dla poszczególnych stanowisk – dla członków komisji konkursowych</i>	2Q 2019	DSP	
<i>Wprowadzenie v1. Szkolenia on-line dla członków komisji konkursowych</i>	3Q 2019	DSP	
<i>Annual assessment of OTM-R process and continuous improvement</i>	<i>Meeting every six month, rapport once a year</i>	OTM-R	
<i>English version of the career webpage with the information about the call status</i>	2Q 2019		
<i>Aktualizacja draftów ogłoszeń</i>	<i>3Q 2019 and once a year</i>		
<i>Statystyka składów komisji, kandydatów i wybranych osób (+w oddziałach)</i>	<i>3Q 2019 i 4Q 2019 and once a year</i>	DSP	
<i>Aktualizacja kart ocen kandydatów, protokołów</i>	4Q 2019		
<i>Audit of the communication process with applicants and necessary improvements</i>	1Q 2020	DSP	
<i>Monitoring of the complaint mechanism</i>	2Q 2020	ND	<i>Number of complaints</i>
<i>Guidelines for the selection committees</i>	3Q 2020	ND	<i>Guidelines (Yes/No)</i>
<i>Publication (on the website) of the defined job specifications with the competencies that researchers are assessed with</i>	4Q2020	DSP	<i>Specification for scientific positions</i>
<i>Introducing criteria for candidates selection and evaluation (wages)</i>	4Q 2020	DSP	<i>Templates with wages (Yes/No) Number of templates for scientific position</i>
<i>Guides for all the positions covering the recruitment, selection and appointment stage</i>		DSP	
<i>Policy to attract external and underrepresented groups</i>	3Q2020	ND	<i>Policy (Yes/No)</i>
<i>Establishing the selection committee policy (rules governing the appointments of selection committees, its composition and gender-balance)</i>	2Q2020	ND	<i>Selection committee policy (Yes/No)</i>
<i>Introducing job advertisement templates (description of position, work conditions, entitlements, developments prospects, duration of employment)</i>	4Q2019	DSP	<i>Job advertisement template (Yes/ No)</i>
<i>Design the generic postdoctoral offer taking into account OTM-R</i>	3Q2019	MSD	<i>Re-design of the postdoctoral job offer (Yes/No)</i>
<i>Online publication of the OTM-R policy. The policy will be then updated annually if needed</i>	1Q2019	ND	<i>Annual online publication of the updated OTM-R policy (Yes/No)</i>
<i>Introducing annual reports on recruitment to better monitor OTM-R effectiveness</i>	1Q 2020	DSP	<i>Statistics</i>
<i>Using a shared cloud for all members of the Selection Committee</i>	2Q2020	DSK	<i>Cloud (Yes/No)</i>

<i>The application form and information leaflet available through a web based URL, the whole application will be submitted electronically</i>	3Q 2019	DSK	<i>Information leaflet (Yes/ No) Application form (Yes/ No)</i>
<i>The analysis of Gender Sensitive webpage to increase the share of applicants among underrepresented groups</i>	4Q2019	DSP	<i>List of gender sensitive webpage (Yes/ No)</i>
<i>Dedicated page describing benefits offered to employees –link will be shared in vacancies</i>	4Q2019	DSK	<i>Dedicated webpage (Yes/ No)</i>
<i>Set up a tentative calendar for all the stages of the process and information for candidates (application, evaluation, complaints, final evaluation)</i>	2Q2019	DSP	<i>Tentative Calendar (Yes/ No)</i>

Proposed ACTIONS for 2023-2024 Free text -100 words max	Timing	Responsible Unit	Indicator(s) / Target(s)
<i>Gender equality in the recruitment and career development process</i>	4Q2022	ND/O TM-R	<i>Review of all recruitment procedures</i>
<i>Training for Selection Committees</i>	4Q 2022 3Q2024	DSP/ OTM-R	
<i>Annual assessment of OTM-R process and continuous improvement</i>	<i>Meeting every six month, rapport once a year</i>	DSP	
<i>Updates of the English version of the career webpage with the information about the call status</i>	<i>Continues</i>	OTM-R	
<i>Continues statistics on requirement</i>	<i>once a year</i>	DSP	
<i>Updates</i>	<i>Continues</i>	DSP	
<i>Audit of the communication process with applicants and necessary improvements</i>	1Q 2023	DSP	
<i>Monitoring of the complaint mechanism</i>	2Q 2023	DSP	
<i>Guidelines for the selection committees</i>	3Q 2023	ND	<i>Number of complaints</i>

<i>Introducing annual reports on recruitment to better monitor OTM-R effectiveness</i>	<i>1Q 2023</i>	<i>ND</i>	<i>Annual online publication of the updated OTM-R policy (Yes/No)</i>
<i>Online publication of the OTM-R policy. The policy will be then updated annually if needed</i>	<i>1Q2023</i>	<i>MSD KISD</i>	<i>Re-design of the postdoctoral job offer (Yes/No)</i>
<i>Review of all application documents</i>	<i>1Q2024</i>	<i>OTM-R</i>	
<i>The analysis of Gender Sensitive webpage to increase the share of applicants among underrepresented groups</i>	<i>3Q2024</i>	<i>DSK</i>	<i>Information leaflet (Yes/ No) Application form (Yes/ No)</i>
<i>Dedicated page describing benefits offered to employees –link will be shared in vacancies</i>	<i>4Q2024</i>	<i>DSP</i>	<i>List of gender sensitive webpage (Yes/ No)</i>
<i>Publication (on the website) of the defined job specifications with the competencies that researchers are assessed with</i>	<i>4Q2024</i>	<i>ND</i>	<i>Guidelines (Yes/No)</i>