

OTM-R Checklist

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +/- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ OUI partiel	The regulation of recruitment is set by the State on its own website (www.galaxie.enseignementsup-recherche.gouv.fr), and we already apply the OTMR principles. However, this does not apply to contract staff.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	Guide issued for tenure teachers-researchers but no internal guide yet for other types of positions
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	The Presidents of the Selection Committees are made aware of this during the information day and by means of documents, as well as the holders of projects awarded post-doctoral contracts by the university. However, this procedure must be extended to all research contract and doctoral contract holders.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	- recruitment page dedicated to all teachers-researchers recruitments on the UPEC website, recruitment campaigns are relayed on the national platforms GALAXIE/Euraxess and on social networks - The systematic publication of job descriptions in English on Euraxess job
Do we have a quality control system for OTM-R in place?	x	x	x	-/+	- Reporting tools exist for tenure recruitment, but not systematically for other positions
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	The OTMR process is not fully implemented as such but the recruitment policy is open to all candidates who meet the criteria and offers are published externally
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Applications are open to foreign candidates for tenure positions and contractual researchers, but no systematic publication on Euraxess for research contracts

Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	- The university has adopted an anti-discrimination plan which is posted on the website and is applied in the recruitment process
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	A national salary scale determines the salaries of teacher-researchers, but a benchmark must be established for contract researchers
Do we have means to monitor whether the most suitable researchers apply?				+/-	The publication of tenure positions on Euraxess ensures wide publicity for the most qualified candidates but there is no verification mechanism
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	The job descriptions of teacher-researchers are published on Galaxie, Euraxess and the university website. For contract researchers, no job descriptions are published on Euraxess for the moment. For research support positions, the job descriptions are published at the national level (emploipublic.fr...)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/-	Work in progress to develop a new job description including these elements
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	For the moment, only teaching and research jobs are published on Euraxess and some post-doctoral contracts
Do we make use of other job advertising tools?	x	x		+/+	Yes, use of national websites (Galaxie, emploi public and dedicated social networks) and the university website
Do we keep the administrative burden to a minimum for the candidate?	x			+/+	Most procedures are dematerialised and online
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/-	For professors, the procedures followed by the selection board are strictly in accordance with national legislation. Contract staff are recruited according to less formal procedures. The implementation of the label will be an opportunity to develop this point.
Do we have clear rules concerning the composition of selection committees?		x	x	+/-	The composition of the selection and professional examination boards is determined by national legislation. The procedures may vary for contract agents, depending on the level of the post. They may be improved with the introduction of the HRS4R.t label.
Are the committees sufficiently gender-balanced?		x	x	+/+	Selection and professional examination boards respect parity, both in terms of

					national regulations and the policy in force at UPEC.
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	+/-	Grids to assist in the evaluation and analysis of applications exist, but should be generalised for all selection committees.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			+/-	Concerning teacher-researcher competitions, they are systematically informed via Galaxie. For contract researchers, information is provided by the laboratories but not in a systematic, centralised manner.
Do we provide adequate feedback to interviewees?	x			+/-	An individual opinion is drawn up following the hearings and is available to the candidate. For contractual staff, they can ask for feedback on the hearing but this is not formalised.
Do we have an appropriate complaints mechanism in place?	x			+/-	Appeals are systematically dealt with in human resources direction and feedback is given to the candidate, but the procedure is to be integrated into the job description and put online soon.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	The selection committees draw up minutes of hearings but this should be systematised. Procedure to be put in place for research contract staff and to be systematised at the end of the campaign.