OTM-R Checklist

OTM-R checklist for organisations	Open	Trans-parent	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	+/+	https://recherche.utt.fr/hrs4r
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	Yes, but we have to make sure that it is widely distributed.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/+	HR personnel are trained to an OTM-R process. The members of the selection committee receive tools (videos, MCQs) from their president to raise their awareness of the subject. All members receive these tools. In addition, French legislation provides a very precise framework for the recruitment of researchers. Its application is obviously essential and allows us to ensure that the personnel involved in the recruitment are effectively trained in OTM-R. 100% of people involved in recruitment are trained.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	We use e-recruitment tools that need to be optimized. We also need to look at new tools.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	We need to make the procedures related to the quality system more accessible.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	We need to increase the visibility of our offers, make them more readable and accentuate the services made available to newcomers.

Question					Comment
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Once the "Welcome Package" part of our action plan has been more formalized, our OTM-R policy will be aligned with our desire to be attractive.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	UTT clearly shows its willingness to represent underrepresented groups. It succeeds in doing so.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	UTT must deploy a policy emphasizing the sustainability of positions in order to fully ensure good working conditions.
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	Anyone can apply for UTT offers. However, only those who meet the criteria for each position will be selected for the recruitment process. Occasionally, positions may not be filled due to a lack of candidates or if the Selection Committee considers that no candidate is a good match for UTT's needs. UTT is going to develop the use of personnel responsible for identifying and contacting the most qualified candidates to respond to our offers. At this stage, we do not use recruitment agencies for researchers, but we are currently looking into this.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	A model exists. However, one of the actions in our action plan is to make it more efficient.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	One of the actions in our action plan is to make our job offers more complete and detailed.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	One of the actions planned in our action plan is to exploit Euraxess more fully. This has not been a recruitment channel that has been exploited so far.
14. Do we make use of other job advertising tools?	x	x		+/+	The UTT website, national job boards, and professional networks of current researchers. At this stage, we do not use recruitment agencies for researchers, but we are currently looking into this.

Question					Comments
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+	We already have services and process in place to facilitate the arrival of researchers. However, we need to emphasize this aspect.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/+	Yes, a vademecum has been drafted for this purpose. Selection committees are made up of a minimum of 40% of each gender, wherever possible. Half of the members are from outside the university.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+	Yes, a vademecum has been drafted for this purpose.
18. Are the committees sufficiently gender-balanced?		x	x	-/+	It is the will of UTT to ensure the balance of gender representation. However, the specificity of the technological expertise of our University sometimes makes it difficult to represent women.
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	+/+	As according to French laws, the job descriptions detail the needs and expectations of UTT. They allow to judge the quality and the merit of the candidate according to the research and academic expectations. The interviews also allow us to evaluate the candidate's ability to fit into the "University of Technology model", the public service and the teams. Beyond performance, UTT recruits personalities and sometimes potentials in the making. UTT has set up a guide for the selection committee (which incorporates the existing national guide).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/+	Candidates are informed of the results at the end of the process and can have access to their evaluation upon request.

21. Do we provide adequate feedback to interviewees?		x		+/+	Candidates are informed of the results at the end of the process and can have access to their evaluation upon request
22. Do we have an appropriate complaints mechanism in place?		x		+/+	The UTT applies and respects the legislative texts governing the Public Service in this matter. To date, UTT has never received a complaint..
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	UTT prepares an annual social report. It contains indicators to evaluate the achievement of its objectives. New indicators will be taken into account with the implementation of the HRS4R label.