

OTM-R Checklist

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SUBMISSION DATE:

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans - paren t	Merit- base d	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	-/+ Yes, <i>partially</i>	Publication of amended rules of OTM-R policy on the MSCN-RIO website (in national and English language) (12.2021)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, <i>completely</i>	The rules for recruiting researchers have been included in the Regulations for the recruitments to scientific positions (Institute Director's Order No. 4/2018) The above-mentioned regulation is currently being updated and its new version will come into force soon) and in the Institute's Statute (Chapter VI).

Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes, partially	As part of the activities, it is planned to conduct information activities and trainings for recruiting employees and other people involved in the recruitment process. Additionally, the rules for promotion and recruitment for scientific positions will be posted on the Institute's website and in the guide for employees [Q2 2022][item 12,13]
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes, completely	No action needed in this area. MSCN RIO Gliwice Branch publishes information on recruitment for scientific positions on the following websites: http://www.io.gliwice.pl/institut/oferty-pracy https://euraxess.ec.europa.eu/jobs http://www.io.gliwice.bip.info.pl/index.php?i_dmp=7&r=r Advertisements are also published via social media. Institute is also looking for other opportunities to post job advertisements
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	It is planned to create a quality control system for the recruitment process [IQ od 2022 Item][12,13,15]
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Despite the fact that the existing internal regulations indicate ways of informing about available job offers, it happens that this information does not reach recipients effectively. It is proposed to search for and implement new possibilities of informing about available job offers, including those available under the implemented scientific and research projects
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Despite the fact that by publishing advertisements on the Euraxess portal, the Institute enables the recruitment of foreign employees, additional tasks are required in this regard, including placing advertisements on the institute's website also in English and appointing a person

					responsible for the process of employing foreign employees in the Human Resources Department
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Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Recruitment for scientific positions at the institute is based on specific substantive requirements, taking into account the principle of non-discrimination
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The current OTM-R policy at the institute ensure attractive employment conditions at the Institute. However, it is necessary to take actions to constantly improve them. Needed Actions: Creation of an internal website containing all necessary information on the rights and obligations of employees in force at the Regulatory Institute. Creating a guidebook for newly hired employees. Preparation of instructions for submitting complaints and grievances.

Do we have means to monitor whether the most suitable researchers apply?				-- No	Preparation of the candidate quality assessment system
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes, substantially	The rules for recruiting employees for scientific positions have been set out in the Regulations for promotion to scientific positions introduced by the Institute Director's Order No. 4/2018 (the document is currently being updated and its new version will come into force soon) and in the Institute's Statute (Chapter VI). It is planned to create template for the preparation of job advertisements.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes, substantially	Job advertisements will be prepared taking into account the principles of OTM-R and the principles of equal treatment and non-discrimination. A template of the job advertisement will be prepared.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes, substantially	According to internal regulation like Regulation for recruitment to scientific position, job advertisement are published on Euraxess website. In order to take full advantage of the Euraxess website, it is suggested that you also post advertisements for positions in research projects.
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	The job advertisement are published on website of MSCNRIO Gliwice Branch, via social media and on information board in a visible place at the Institute It is proposed to look for new opportunities to disseminate information about available job offers in scientific positions, including research projects

Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	No action need to be taken in this area, The number of documents necessary to submit an application for a given scientific position has been kept to a minimum
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	No action needed. the rules governing the appointment of selection committees are settled in the internal Regulations for the recruitments to scientific positions (the Institute Director's Order No. 4/2018)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	No action needed to be taken. The rules concerning the composition of selection committees are settled in the internal Regulations for the recruitments to scientific positions (the Institute Director's Order No. 4/2018)
Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	Occasionally, the composition of some committees is not gender balanced. However, it does not result from barriers in this area, but from the gender structure in the group of employees who may be members of such committees.
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	The recruitment criteria for research positions have been clearly defined in the Regulations on the recruitment for a research position by the Institute Director's Order No. 4/2018 (the document is currently being updated and its new version will come into force soon). It is planned to organize trainings for members of recruitment committees in order to increase their soft skills in this area
Appointment phase					

Do we inform all applicants at the end of the selection process?		x		++ Yes completely	No action needed. All candidates are informed about results of recruitment process.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	All candidates receive information on the recruitment results, but without any feedback indicating the reasons for rejecting or accepting the application.

Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	The rules for appealing against the results of the evaluation have been clearly defined in the Regulations of the competition for a scientific position, Institute Director's Order No. 4/2018
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes, completely	A Monitoring Committee has been established