

OTM-R Checklist

Case number: 2019PL401350

Name Organisation under review: Institute of Genetics and Animal Breeding PAS

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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, also detail on the indicators and the form of measurement used.

- 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-tool 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	Meritbased	Answer:	Suggested indicators (or form of measurement)
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OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	The relevant internal regulations regarding OTM-R are available in Polish and English in the internal network of IGAB PAS. It is planned (see: the Revised HRS4R Action Plan) to develop and publish on the IGAB PAS webpage on the OTM-R policy in the form of a single document collecting the existing internal regulations. The document will be available in English.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Relevant national and internal regulations are in place. For scientific positions IGAB PAS has internal regulations: Regulations of recruitment competitions for scientific positions of 21.02.2018, entry into force on 21.02.2018, available on HR Excellence in research Website: http://www.ighz.edu.pl/en/hr-excellence-in-research-1). For other positions are available rules of the national Labour Code.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Every time a well-trained HR Office representative is involved in the recruitment process, providing relevant advice to recruitment committee and monitoring compliance of the process with the existing rules. In case of research positions a Selection Committee of the Scientific Council, possessing relevant knowledge is involved. In the recruitment system designed in the manner, involving professional, well trained HR Office staff, an additional training for other staff members is not needed.

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Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	IGAB PAS has internally available electronic database of the recruitment process in which candidates from abroad have participated (e-mails, electronic files). Candidates from Poland still provide documents in papers, however some of candidates prefer and send documents by email. Recruitment process documentation in paper is kept on file, in agreement with the national and legal regulations. Due to the scale (the size of IGAB PAS in terms of the number of employed researchers and the frequency of the recruitment process – for example in 2018 the recruitment process was conducted 11 times) there is no reason (either economic or organizational) to introduce more advanced e-tools now or in the nearest future. When the situation is changed IGAB PAS will consider transition to the e-recruitment tool.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Supervision by the Scientific Council (including its relevant committees), the Board of Directors (merit-based quality) and HR Office (compliance with the rules and procedures) is already fully in place. The system designed this way provides sufficient quality control.

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Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All vacancies are posted at least on IGAB PAS website, EURAXESS and the Ministry of Science and Higher Education portals, additionally online recruitment portals and networks. The announcements always describe not only the requirements for the position, but also the future working conditions.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Despite a limited level of remuneration which IGAB PAS can offer (in comparison to the one offered by some foreign institutions) there is growing interest from scientists from abroad, in the last 3 years ca. 30% of scientific staff was recruited from abroad
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Our OTM-R policy and practice provide equal opportunities for all. The recruitment system is full based on merit, equal chances and non-discrimination principles. Underrepresented groups, including handicapped persons, are informed about the favourable policy and conditions at IGAB PAS, e.g. telework. Overall ratio of female staff members is high (67%), although the share of females at research positions remains lower (33 %). Female candidates are welcomed.

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Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	The current OTM-R policy is in line with the institutional policy and practice to provide working conditions for all, with a special emphasis on researchers. The practice covers regular development of facilities, including research equipment (the most recent one in July 2019). The information on working conditions the Institute offers is easily accessible on the web. The minimum average annual share of applicants from outside IGAB PAS: 80%.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	The overall quality monitoring system follows the approach of the Institute of maintaining the highest standards and quality of its activity. The system which on one hand involves every time the key bodies and offices of the Institute in the recruitment process and on the other hand covers the annual assessment of the scientific performance of the Institute and its research staff contributes to naturally efficient monitoring of selecting the most suitable candidates for researchers.
Advertising and application phase					

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Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	The template used by IGAB PAS is based on the template issued by the Ministry of Science and Higher Education (for announcements published in the Polish language version) and on EURAXESS template (for announcements published in the English language version).
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	The vacancy announcements include the description of the future working conditions as well as links to: Regulations of recruitment competitions for scientific positions of 21.02.2018, available on HR Excellence in research Website: http://www.ighz.edu.pl/en/hr-excellence-in-research-1
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	100% of research vacancies are posted on EURAXESS portal. The minimum average annual share of applicants from outside IGAB PAS: 80%. The share of recruited applicants from abroad is 30%.
Do we make use of other job advertising tools?	x	x		++ Yes completely	A wide range of distribution channels and tools are used. All vacancies are posted at least on IGAB PAS's website and EURAXESS as well as the Ministry of Science and Higher Education portals. Other distribution channels include career offices of other scientific institutions, Nature Jobs portal, ResearchGate portal and other portals. Non-research positions are also posted on dedicated vacancy portals.

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Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The recruitment process is as candidate-friendly as the national legal framework regarding recruitment permits. The applicants are required to provide only those documents which are necessary to assess the quality of a candidate and his/her credibility as a candidate. In justified cases (candidates from abroad), interviews are held remotely (teleconferences) to keep the burden to a minimum.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The Selection Committee of the Scientific Council in charge of employment issues is nominated for the term of office on the basis of the regulation of the Scientific Council, defining the nomination rules. Selection committees dedicated to a given recruitment process for research position (e.g. for a task in a single project) are also appointed. The minimum number of selection committee members is 3 and it comprises of at least 2 researchers (head/PI of the project, a head of a research department and/or a relevant laboratory) and 1 representative of HR Office/ Board of Directors.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The rules are clear as described above (the regulation of the Scientific Council and the relevant resolution).

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Are the committees sufficiently gender-balanced?		X	X	-/+ Yes partially	Gender balance aspect is taken into consideration and included in Scientific Council Regulations. The selection committees dedicated to given recruitment process are composed of men and at least one women. The relevant committees of the Scientific Council (esp. Selection Committee) are gender-imbalanced due to underrepresentation's of female professors at IGAB PAS and among the Scientific Council members.
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 completely	Rules and guidelines are included in the Regulations of recruitment competitions for scientific positions of 21.02.2018, available on HR Excellence in research Website: http://www.ighz.edu.pl/en/hr-excellence-in-research-1
Appointment phase					
Do we inform all applicants at the end of the selection process?		X		++ Yes completely	Every applicant receive, relevant information via e-mail at the end of the selection process. Selection Committee of the Scientific Council is obliged to give feedback to the candidates including weaknesses and strengths.
Do we provide adequate feedback to interviewees?		X		++ Yes completely	Every interviewee receives feedback including weaknesses and strengths.
Do we have an appropriate complaints mechanism in place?		X		++ Yes completely	The complaints to the Selection Committees' decisions are handled by the Director, whose decision is final.

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Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?				Overall quality monitoring system follows the approach of IGAB PAS of maintaining the highest standards and quality of its activity. The recruitment system of the Institute allows for the regular assessment of the efficiency and impact of OTM-R procedure and process.
			++ Yes completely	