OTM-R Checklist

October 2024

OTM-R checklist for organisations					
	Open	Transpa rent	Meritb ased	Answer: ++ Yes, *completely* +/-Yes, *substantia lly* -/+ *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://www.bcamath.org/en/join-us/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, we have a handbook (2023) and "Equality in the hiring process" guidelines (2024)..
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	BCAM is currently working on the ellaboration of its training program, that will include training in the area of OTM-R. However, BCAM's staff has received training on Gender equality, leadership and risk prevention.

4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	All our recruitment processes use a Web-based tool: https://joboffers.bcamath.org

DATE ENDORSEMENT CHARTER AND CODE:

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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.

5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Both the HR Logo Committee and the HRS4R working group, in collaboration with BCAM Governing Bodies conduct the quality control and review of this policy.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Yes, we publish in a large list of international position advertising websites.

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++		All job offers, apart from being published in our website, are also published or shared in: EURAXESS, Bizkaia Talent, LINKEDIN, Twitter, SOMMa network, Universities, IKERBASQUES, etc. At the end of each selection process we prepare an "evaluation and results" report, which shows the statistics of the candidates (nº of women/men, the country, etc.). This report is published in the website. All the statistics of the selection processes and the information of the candidates are saved in our system and available at all times by the human resources team and BCAM's governing bodies.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++		BCAM makes special efforts in attracting female researchers in all career stages, i.e. participating in specific programs to promote female research careers and STEM vocations. At the end of each selection process we prepare an "evaluation and results" report, which shows the

					statistics of the candidates (nº of women/men, the country, etc.). This report is published in the website.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	Yes, it is. However, sometimes we face difficulties in order to attract researchers from other countries, i.e. worst salaries.
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	Yes, the OTM-R policy ensures this.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Our job offers template.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Our job offers template.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	All our job offers are posted on EURAXESS

14. Do we make use of other job advertising tools?	x	x		++	Yes, we used, among other specific platforms: • ResearchGate • SIAM • Academic Positions • Computeroxy • AMSin
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	We try to reduce the administrative burden by indicating clearly which documentation will be needed and at which stage of the process. Also, the recommendation letters are directly requested to the indicated persons to reduce the administrative workload of the researcher.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	The Selection Committee is different depending the selection process. There is a specific Committee for PhD selection processes, another Committee for Ikerbasque and Ramón y Cajal processes and another one for Posdoctoral Fellows. Also, there are general guidelines for every process.

17. Do we have clear rules concerning the composition of selection committees?		x	x	++	In order to succeed and guarantee the quality level of the research, a thorough evaluation process is carried out including a careful plan and the appointment of the evaluation team. The evaluation process includes (depending on the candidate's seniority) interviews or a seminar at BCAM to assess candidates' suitability.
18. Are the committees sufficiently gender balanced?		x	x	-/+	Following the guidelines of BCAM's equality plan we work on maintaining the gender balance (40/60) in all committees. However, there are certain areas in which the presence of female researchers is smaller and in which this is not always possible

In a way to palliate this issue, in the Gender Equality Plan of BCAM we have included on action that consist of promoting the presence of at least one women in the selection committees. |

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	+/-	Yes, the guidelines are clear and available at all times. These help tackle the recruitment process correctly.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes, all applicants receive an email comunicating the result of the process.
21. Do we provide adequate feedback to interviewees?		x		++	Yes, all the candidates receive complete feedback through evaluation report.
22. Do we have an appropriate complaints mechanism in place?		x		++	Yes, the reporting channel is available for everyone at all times: https://www.bcamath.org/en/the-center/reporting-channel
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	Yes, HRSR4 Working Group and HR Logo Committee meetings with the aim to review the internal recruitment process