

# Institute of Geological Sciences PAS

## OTM-R Checklist 2019



HR EXCELLENCE IN RESEARCH



## 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.

<b>OTM-R checklist for organisations</b>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	<b>*Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<b>+/-Yes, substantially</b>	The OTM-R policy is published in English on the IGS PAS website ( <a href="http://www.ing.pan.pl/1_hr.htm">http://www.ing.pan.pl/1_hr.htm</a> ). The regulation on competitions for research positions and criteria for employment, contract extensions, and promotions for research personnel are published in Polish on intranet. It is needed to publish English versions of regulation and criteria and publish them on the public part of the website, preferably in the tab dedicated to HRS4R.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>+/-Yes, substantially</b>	The regulation on competitions for research positions was adopted by the Scientific Council in 2011. The criteria were established in 2018 by the Board of Directors. Both documents are published on IGS PAS intranet. The Regulation needs revision and this action is listed in the Action Plan for 2019-2021.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>-/+ Yes, partially</b>	The employees involved in the recruitment process are obliged to follow national and internal regulations as well as those provided by granting institutions. The coherent training program needs to be prepared and implemented.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>-/+ Yes, partially</b>	All candidates at the stage of applying for a research position send their documents by e-mail.

					It is possible to carry out interviews remotely (i.e. by Skype). Only the appointed candidate is asked to provide the original documents certifying academic qualifications and skills. Considering the frequency of recruitment processes (about 20 in 2018), it is not advisable neither for economic nor organizational reasons to introduce other e-recruitment tools. For now recruitment process is carried out effectively and does not increase bureaucratic burden. If the situation changes, introduction of a more advanced e-recruitment tool will be considered.
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>+/-Yes, substantially</b>	The supervision needs to be strengthened. The Scientific Information Office provides support in the field of advertising job offers and inviting the candidates for interviews. The Director and the Deputy for Research supervise merit-based quality.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>++ Yes, completely</b>	It is obligatory to publish all job adverts at least on Institute website, Euraxess and Ministry of Science and Higher Education. In case of recruiting for job position within the framework of an externally funded project, the advertisement is published also on other portals in compliance to the regulations of granting institution. The advertisement contains description of future working conditions
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>++ Yes, completely</b>	As mentioned above, the advertisements (prepared always in Polish and in English) are published on several portals. Even though salary (or scholarship) offered by IGS PAS is lower in comparison to foreign institutions, candidates from abroad apply for each competition. In some cases only candidates, who submitted their applications, were foreigners.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>++ Yes, completely</b>	The rule of selecting candidates who best match the position profile and present the highest competences is strictly followed by committees assessing candidates.

					<p>The specificity of working in conducting geological research (usually requiring work in difficult terrain) is a significant limitation for people with disabilities. In addition, few (if any) disabled people study geology, due to the study program involving field courses, including visits to quarries and mines. Thus, among people answering a job advertisement, there are no candidates with disabilities. However, if such person applied for a job and met the requirements set for the candidate and had the competences and skills needed for the job, they would be welcomed to work with us. The number of women employed in the Institute is slightly above the number of men so there is no discrimination on the grounds of sex. At present there is no need to take additional actions to attract female researchers.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>+/-Yes, substantially</b>	<p>The OTM-R policy is in line with policies to provide attractive working conditions. The working conditions are described in job advertisement, the laboratories operating in the Institute are presented in the IGS PAS website so the information on the facilities is provided. The Institute is looking for external funding sources for scholarships for young scientists and doctoral students, or it pays scholarships from the profits earned in the previous year. The annual share of applicants from outside IGS PAS exceeds 75%.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				<b>++ Yes, completely</b>	<p>The selection committees, beside the fixed members, include people who can reliably assess the candidate's achievements. On the other hand every year the researchers report their achievements using an IT system. The researchers are subject to periodic evaluation of their work.</p>
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>+/-Yes, substantially</b>	<p>At present a form based on Euraxess job advertisement is used. However, since competition</p>

					notifications are published also on other portals that require additional information, It is planned to create and share an uniform form for job advertisement on and this action is listed in the Action Plan for 2019-2021.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>++ Yes, completely</b>	The job advertisement includes all necessary information.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>++ Yes, completely</b>	All advertisements are published on Euraxess portal
14. Do we make use of other job advertising tools?	x	x		<b>+/-Yes, substantially</b>	Advertisements are published on Institute website, Ministry of Science and Higher Education website and, in case of positions within the framework of project funded externally, on the website of the granting agency (or other portal recommended by it).
15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>++ Yes, completely</b>	The candidates are asked to submit their application by e-mail. Only the appointed candidate is required to present original documents. Confirmed copies of the documents certifying academic degree and other qualifications (made by Human Resources Expert) must be included in the employee's personal files kept in the HR department.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<b>++ Yes, completely</b>	The committees in charge of selection of candidates for research positions are appointed according to the regulation on competitions for research positions. The committee composes of fixed members: Deputy for Research, Vice Chair of the Scientific Council, head of the relevant research group or laboratory and one other researcher whose scientific specialization allows reliable assessment of the candidates.

17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>++ Yes, completely</b>	Rules are clear. The composition of committees in charge of selection of candidates for research positions is specified in the regulation on competitions for research positions.
18. Are the committees sufficiently gender-balanced?		x	x	<b>-/+ Yes, partially</b>	Gender balance of the committees is taken into consideration. However the first priority is to appoint a committee able to reliably assess the candidates. The regulation on the competition for the research position lists fixed members of the committees using the function.
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	<b>-/+ Yes, partially</b>	The guidelines on judging merit are presented in criteria for employment, contract extensions, and promotions for research personnel which were prepared in 2018.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>+/-Yes, substantially</b>	The results of the competition are published on the Institutes website. The candidates should be given information on the results by e-mail, those who were not accepted should be informed about the reasons.
21. Do we provide adequate feedback to interviewees?		x		<b>-- No</b>	The system for providing feedback to the candidates will be a part of revised regulation on competitions for research positions. The action is a part of the Action Plan for 2019-2021
22. Do we have an appropriate complaints mechanism in place?		x		<b>-- No</b>	The complaints mechanism will be a part of revised regulation on competitions for research positions. The action is a part of the Action Plan for 2019-2021
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>-/+ Yes, partially</b>	Presently, it is possible to assess the recruitment process indirectly, basing on the competition report and potentially reported difficulties in its implementation The Working Group will monitor the implementation of OTM-R policy and continual improvement of the recruitment process