Open Transparent and Merit Based Recruitment of Researchers

OTM-R

Checklist for University College Cork, Ireland

	Open	Transparent	Merit-based	Answer: Yes completely/Yes Substantially/Yes Partially/No	Suggested indicators (or form of measurement)
OTM-R system					
1. We have published a version of our OTM-R policy online in English	X	X	X	Yes – Substantially	See link to published OTM-R policy on UCC HR Research Website
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes – Substantially	See link to OTM-R practices on UCC HR Research Website
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes – Substantially	Mandatory Chair/Selection Committee Training for all posts started in May 2014 for all staff including research staff nominated as Chair of a Selection Committee or a Member of a Selection Committee.
4. Do we make sufficient use of e-recruitment tools?				No	Currently working to introduce e-

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					recruitment to UCC in 2018 to 2020– See HRS4R Action Plan
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes – Completely	See link to published OTM-R policy on UCC HR Research Website also links to general recruitment policy and practice at UCC. Also link to recruitment policy and practice for research staff
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes- Completely	UCC advertises on its own vacancy pages, University Vacancies, Euraxxes and Findauniversity.com
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes- Completely	See link to OTM-R Policy
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes- Completely	See link to Equal Opportunity and Diversity Policy of UCC
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes- Completely	See link to 2016 researcher survey results and all HR Research Information also Athena Swan Bronze

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					Awarded to UCC 2016
10. Do we have means to monitor whether the most suitable researchers apply?	X	X	X	Substantially Yes	Recruitment of researchers is processed at local level. Centrally HR has access to the number of applicants shortlisted. For Senior Research posts all recruitment statistics are monitored on HRIS. With the introduction of e-recruitment in 2018 to 2020 then UCC will be able to monitor all applications.
Advertising and Application Phase					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions	X	X	X	Yes completely	See UCC Employment and Career Management Structure for Researchers and HR Research recruitment website with advertising templates and job descriptions for all research posts.

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12. Do we include in the job advertisement references/links to all elements foreseen in the relevant section of the toolkit? (See Chapter 4.4.1 a)	X	X	X	Yes completely	See HR Research vacancies web page
13. Do we make full use of EURAXXES to ensure our research vacancies reach a wider audience?	X	X	X	Yes - Completely	UCC advertises its researcher positions on Euraxxes
14. Do we make use of other job advertising tools?	X	X	X	Yes - Substantially	Our own UCC Research vacancy pages, University Vacancies, and Findauniversity.com When e-recruitment is implemented between 2018 and 2020 UCC will be in a position to provide an even better service.
15. Do we keep the administrative burden to a minimum for the candidate? (see Chapter 4.4.1 b)	X	X	x	Yes - Substantially	See HR Research vacancies web page

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Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? (See Chapter 4.4.2 a)	X	X	X	Yes Completely	See OTM-R policy incorporating UCC Researcher Career Management Structure and the University Regulation on the Appointment to Senior Research Posts
17. Do we have clear rules concerning the composition of selection committees?	X	X	X	Yes Completely	As above, See OTM-R policy incorporating UCC Researcher Career Management Structure and the University Regulation on the Appointment to Senior Research Posts
18. Are the committees sufficiently gender-balanced?	X	X	X	Yes Substantially	As above, See OTM-R policy incorporating UCC Researcher Career Management Structure and the University Regulation on the Appointment to Senior Research Posts
19. Do we have clear guidelines for selection	X	X	X	Yes Completely	Please see UCC recruitment procedures

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committees which help to judge 'merit' in a way that leads to the best candidate being selected?					and further information particularly for research staff here
Appointment Phase					
20. Do we inform all applicants at the end of the selection process?	X	X	X	Yes Substantially	As above, Please see UCC recruitment procedures and further information particularly for research staff
21. Do we provide adequate feedback to interviewees?	X	X	X	Yes Substantially	If feedback is requested it is provided by Human resources or at local level based on the clear and detailed reporting at interview stage.
22. Do we have an appropriate complaints mechanism in place?	X	X	x	Yes Substantially	See link to all dispute resolution procedures and policies in UCC
Overall Assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	X	X	X	Yes Completely	The HR Research Manager reports to the HR Research group and other stakeholders on a

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					regular basis on any developments or issues regarding the implementation of the OTM-R policy. This involves identifying trends/issues within the policy as well as opportunities to assist in achieving the stated goals of the policy. The commitment to continuous improvement that the HRS4R requires is a collaborative effort, consistently requiring attention and possible revision of UCC's OTM-R policy.