IJC OTMR CHECKLIST

Case Number: 2018ES358745
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	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/ Yes partially/No	Indicators
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	Yes, substantially	IJC has a new internal recruitment policy and a new recruitment procedure Both documents follow the principles of the OTM-R. Next steps will be to create a document with information about the different stages of the recruitment and hiring process at IJC as well as FAQs for the application process.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes, partially	We have clear guidelines setting out clear OTMR procedures for competitive projects as ITN, so in this case the answer is Yes, substantially. For other positions, our new internal procedure takes in account the OTM-R principles. In 2024 we will analyse the procedure and within the

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					HRS4R working group in order to improve the procedure.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes partially	Human Resources Staff members participating and organizing recruitment processes are trained on a periodic basis. 3 people from the IJC with different profiles (PhD researcher, international project manager and HR manager) are participating in the a project leaded by the Catalan health research institutions and the Agency for Quality and Health Assessment of Catalonia (AQuAS) to create an inclusive environment in health research institutions. In addition, in 2023 we will organize a training course focused on the unconscious biases in recruitment processes. In addition to that, HR is always ready to help in all the recruitment processes that take place at IJC.
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes, substantially	IJC has just started the implementation of a new e-recruitment tool, accessible through its website that we will use for all our recruitment processes. The tool (Teamtailor) has a front and a back-end. Via the front-end, interested candidates find open positions, and may submit their application, recorder video CV or uploading the required documentation. Via the back-end, the

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					HR staff and the hiring managers can access the applications and update the information about the selection process.
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes, partially	The new recruitment procedure assures the OTM-R quality control system, but we need to design and implement brief recruitment guidelines that allow to control the quality of all our recruitment processes. The quality control System for OTM-R is done in competitive projects as ITN.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes, completely	All researcher job adverts are advertised in our webpage and in the Euraxess webpage.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, completely	All the researcher positions are advertised in Euraxess and other international recruitment platforms. Indicator: In 2021, 25,81% of our researchers are internationals, increasing the 15,67% percentage of 2020.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes, substantially	IJC is an equal opportunity employer. In 2022, the new gender equality plan including several actions to increase the number of women in science. All our job positions are checked to achieve a more inclusive use of language, but we should continue working to improve the situation, especially in postdoctoral and group leader positions.

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9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, partially	Our research positions are advertised on targeted portals such as Euraxess, Biocat, REGIC, ResearchGate, journal portals, social media, and network contacts. In our job adverts we show that IJC promotes workplace culture that encourages innovation in a happy and creative atmosphere. All our research staff can access to conciliation measures as the flexible timetable, teleworking, and other measures related to balancing work and family life. We should extend these measures to all IJC staff, always in collaboration with our workers' committee. A guide including all our measures will be created during the first semester 2023.
10. Do we have means to monitor whether the most suitable researchers apply?	X			Yes, partially	Our e-recruitment tool is able to create statistics about some characteristics of the applicants (gender, age, country, etc.), but to monitor the suitability of applicants is very complicated. We hope we will improve it with the new e-recruiting tool.
ADVERTISING AND APPLICATION PHASE					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X	X	Yes, substantially	IJC has a new internal selection procedure that includes all the templates to be completed during the selection process. For this reason, we have a template for the job offer. Each new job position is agreed between the hiring manager

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					and the HR Unit. The HR Unit monitors the recruitment phase.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	X	X		Yes, partially	The calls related to competitive projects as ITN, comply with the elements included in Chapter 4.4.1. For the rest of the selection processes, more elements should be included in the job offers.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes, completely	100% of our job offers are posted to Euraxess.
14. Do we make use of other job advertising tools?	X	X		Yes, completely	IJC uses a variety of tools and channels to disseminate the job offers and international calls as: IJC webpage, Biocat, REGIC, Euraxess, other national and international advertising tools, and social networks such as Twitter, Instagram, and LinkedIn.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes, substantially	Candidates complete the application through our e-recruiting tool.
SELECTION AND EVALUATION PHASE					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]			X	Yes, partially	We have clear rules to appoint the selection committees for competitive projects as ITN, so in this case the answer is Yes, substantially. The new recruitment procedure indicates the creation of selection committees. But brief guidelines for hiring managers are needed.
17. Do we have clear rules concerning the composition of selection committees?			X	Yes, partially	We have clear rules to appoint the selection committees for competitive projects as ITN, so in this case the answer is Yes, substantially.

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					The new recruitment procedure indicates the minimum composition of selection committees and recommendations, but brief guidelines are needed.
18. Are the committees sufficiently gender-balanced?		X	X	Yes, partially	Since the new procedure is applied, there are selection committee, and IJC complies with gender balance.
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	No	We have clear rules to help merit-based recruitment for competitive projects as ITN, so in this case the answer is Yes, substantially. This, however, does not apply for other positions. Guidelines are needed.
APPOINTMENT PHASE					
20. Do we inform all applicants at the end of the selection process?		X		Yes, completely	All candidates are informed at the end of the process.
21. Do we provide adequate feedback to interviewees?		X		Yes, partially	We inform candidates of the result of the selection process, and we give information about their weaknesses and strengths, if they require them.
22. Do we have an appropriate complaints mechanism in place?		X		No	We will create a complaints mechanism. Now, all candidates can contact us through our specific e-mail jobs@carrerasresearch.org, but an appropriate complaints mechanism is needed.
OVERALL ASSESSMENT					

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23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	A working group with group leaders and heads of unit will be created and will start to work, from June 2023.