

## OTM-R Checklist

	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
<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	++	<a href="https://www.uha.fr/fr/recherche/hrs4r-human-resources-strategy-for-researchers.html">https://www.uha.fr/fr/recherche/hrs4r-human-resources-strategy-for-researchers.html</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	Preparation of summary information document on recruitment procedures and distribution to all permanent research fellows and contractual research fellows (transmission on first day of term for new arrivals + on the intranet site)  Document updated annually
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Inclusion of training on the "OTM-R" policy in the training offer (number of people trained) Raising of awareness and a reminder on methods of recruiting permanent and contractual research fellows at an information meeting for the chairs of selection committees (number of people targeted) Dissemination of information meeting material
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	UHA uses all the online recruitment tools available to advertise its job vacancies, depending on the status of recruitment UHA website <ul style="list-style-type: none"> <li>- Galaxie (national higher education and research recruitment and qualification portal)</li> <li>- Online recruitment platform (job centre)</li> <li>- UHA website</li> <li>- Euraxess website</li> </ul> Furthermore, all administrative recruitment processes are digitized

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5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	<p>There is no formal quality control system in place; however, those in charge of the OTM-R process ensure adherence to national regulatory standards and specific institutional guidelines.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Recruitment appeal rate</li> </ul>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Each job offer is published either on the EURAXESS platform, the Ministry's Galaxie portal, the UHA website, job centers, or a combination of these options. These tools are all accessible to external audiences, allowing and encouraging them to apply to our institution.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of candidates applying each year (figure from the social balance sheet)</li> </ul>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	<p>Number of foreign candidates recruited each year</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	<p>The recruitment policy of UHA complies with the applicable national regulations in this area: gender equality, positions reserved for beneficiaries of employment obligations, and a ban on any form of discrimination.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of candidates from underrepresented groups.</li> <li>Male/female recruitment ratio.</li> </ul>

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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	++	<p>L'UHA uses all available means to make careers within our institution attractive for researchers.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of Teaching bonuses</li> <li>- Number of Organisation delegations</li> <li>- Number of research leave or topic-based conversions (CRCT)</li> <li>- Number of Teaching project leave (CPP)</li> </ul>
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	<p>UHA aims to attract the best candidates through the appeal of its job offers. The selection processes are designed to identify researchers who are most suited to fulfill the intended roles. In cases where no candidate meets the needs, the recruitment may be declared unsuccessful.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of resignations</li> <li>- Number of end-of-placement renewals</li> <li>- Number of decisions not to recruit at the end of a placement or trial period</li> </ul>
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	<p>A recruitment procedure is being finalized as part of the HRS4R action plan.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Job description template</li> <li>- Publication procedure for Euraxess, Galaxie and the UHA website</li> </ul>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	<p>Links to Galaxie or the "Human Resources" section of the UHA website or the job description are available and contacts are displayed</p>

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13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	<p>Each position posted on the UHA website is also published on the Euraxess website, ensuring international dissemination of the institution's job offers</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of Galaxie/Euraxess publications</li> </ul>
14. Do we make use of other job advertising tools?	x	x		++	<p>The UHA also uses job search websites to maximize the chances of attracting the best candidates.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of publications on websites as Indeed, LinkedIn, France Travail, Place de l'emploi public (Public Employment Portal )the job centre, APEC (Association for the Employment of Executives)</li> </ul>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<p>As stipulated by the ministry's procedure, applications for permanent researcher positions are exclusively digital.</p>
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>The appointment of the selection committees is determined by national regulatory provisions, particularly Decree No. 84-431 of June 6, 1984.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Appointment method of the selection committees</li> </ul>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>The composition of the selection committees is determined by national regulatory provisions, particularly Decree No. 84-431 of June 6, 1984. A reminder of these rules for the creation and composition of selection committees is made annually.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Composition of the selection committees</li> </ul>

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18. Are the committees sufficiently gender-balanced?		x	x	++	<p>The gender parity rules of the selection committees is determined by national regulatory provisions, particularly Decree No. 84-431 of June 6, 1984.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Respect of the gender parity rules in the composition of the selection committees</li> </ul>
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	+/-	<p>An annual informational meeting is organized for the chairs of selection committees to raise awareness about the recruitment methods for permanent and contractual research fellows.</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++	<p>1/ For permanent research fellows</p> <ul style="list-style-type: none"> <li>- admissibility is transmitted via the ministry's Galaxie portal</li> <li>- admission and ranking are transmitted via the ministry's Galaxie portal and a letter from the UHA</li> </ul> <p>2/ For contractual researchers, the results of the admissions process are sent by post</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Number of applicants informed at the end of the selection process</li> </ul>
21. Do we provide adequate feedback to interviewees?		x		++	<p>A written response is transmitted at the candidate's request</p>
22. Do we have an appropriate complaints mechanism in place?		x		+/-	<p>The appeal mechanism available at UHA complies with the national regulatory framework</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Complaint rate</li> </ul>

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<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	<p>Due to vacancies and high staff turnover in the Human Resources and Research Departments, it has not been possible to set up such a monitoring system, but it remains an objective for the coming years.</p> <p><b>Suggested indicators</b></p> <ul style="list-style-type: none"> <li>- Progress on the areas covered by the OTM-R policy</li> <li>- Achievement rate of the HRS4R action plan</li> </ul>