

## 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	+/+	<a href="https://www.utt.fr/label-human-resources-strategy-for-researchers-hrs4r/otm-r-policy">https://www.utt.fr/label-human-resources-strategy-for-researchers-hrs4r/otm-r-policy</a>
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 created an internal Vade-mecum. It may evolve depending on our objectives. In addition, French legislation provides a very precise framework for the recruitment of researchers
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/+	100% of people involved in recruitment are trained. HR personnel are trained according to the OTM-R process. The members of the selection committee receive tools (videos, MCQs) from their president to raise their awareness of the subject.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	Everything is digitized with the public platform GALAXIE for managing applications and tracking the recruitment process. We should provide similar tool for the recruitment of our contractual staff.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	The recruitment procedure includes quality control through consultations with the Scientific Council and the Board of Directors. However, quality control could be formalized and strengthened.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	UTT's strategy is to promote the recruitment of researchers or teacher-researchers who have

					demonstrated significant experience outside the institution. Percentage of internal recruitment
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	The strategic development of UTT within Eut+ involves strengthening its scientific teams (research and teaching) through recruitment that meets the highest international standards. Percentage of recruitment of foreign candidates / total number of recruitments.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	UTT clearly shows its willingness to represent underrepresented groups. It succeeds in doing so. (key features and statistics available in the Gender equity plan and EDI plan)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	Yes, through a "Welcome Offer" for young researchers and newcomers, the development of new opportunities with our EUT+ Alliance, the improvement of the quality of life and working conditions for researchers, and finally, the drafting of new regulations for contractual teacher-researchers. Number of beneficiaries for each scheme
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	Not really, our only indicator here will be the number of unsuccessful recruitments due to a lack of candidates with the required minimum skills
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	A model exists. However, one of the actions in our action plan is to make it more efficient.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	One of the actions in our action plan is to make our job offers more detailed.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	One of the actions planned in our action plan is to exploit Euraxess more fully. This has not been a recruitment channel that has been exploited so far. Percentage of job position published / number of job offers

14. Do we make use of other job advertising tools?	x	x		+/+	The UTT website, national job boards (Galaxy, "Emploi service public", ABG website for the PHhD), and professional networks of current researchers. We will increasingly disseminate our offers to the members of the EUt+ Alliance.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	We accept electronic applications with a limited list of documents.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/+	A vademecum has been drafted for this purpose. Selection committees are made up of a minimum of 40% of each gender, wherever possible. Half of the members are from outside the university.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+	Yes, a vademecum has been drafted for this purpose.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	It is the will of UTT to ensure the balance of gender representation. However, the specificity of the technological expertise of our University sometimes makes it difficult to represent women.
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	+/+	UTT has set up a guide for the selection committee (which incorporates the existing national guide).
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		+/+	Yes
21. Do we provide adequate feedback to interviewees?		x		+/-	Candidates are informed of the results at the end of the process and can have access to their evaluation upon request
22. Do we have an appropriate complaints mechanism in place?		x		+/+	Yes, the deadlines and appeal procedures are included in all our official documents.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Not yet, all these new indicators will be taken into account with the implementation of the HRS4R label.