

## OTM-R Checklist

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### 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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	-/+	We have added the main points of our OTM-R policy online : <a href="https://www.oniris-nantes.fr/accueil/travailler-a-oniris">https://www.oniris-nantes.fr/accueil/travailler-a-oniris</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	- Contractual charter (implemented on 25/06/2018) - Index grids (implemented on 01/05/2022) - Recruitment code of conduct (implemented on 07/06/2023)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Recruitment policy training is planned in action 1.5 (Existence of training programs for OTM-R and organization systematically training for all of jury members recruitment : provisional completion date Q4-2024) I : - Number of recruiters trained in OTM-R

4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Various channels for disseminating job offers exist and are used (Choisir le service public, the organization's website, LinkedIn, etc.). Better dissemination of job offers, particularly on EURAXESS, is planned under action 1.6, with the aim of 100% of research and teaching jobs posted on Euraxess (provisional completion date Q2-2024)
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	OTM quality control is carried out by the human resources department, based on the recruitment code and the implementation of a new recruitment grid adapted and generalized to every recruitment. The introduction and systematic use of this grid is scheduled in action 1.4 for Q4-2024.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/+	A significant number of positions are filled by external candidates
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	Efforts to communicate job offers and useful documents, as set out in actions 1.3, 1.6 and 1.7, will enable us to reach more applicants. A significant number of positions are already being filled by external candidates. I : Proportion of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	I : proportion of applicants among underrepresented groups (frequently women) Actions 2.1, 2.2, 2.3 and 2.4 will reinforce the drive to attract under-represented groups. They will be in place for Q1-2024
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	I : Proportion of applicants from outside the organization
10. Do we have means to monitor whether the most suitable researchers apply?				-/-	Strict application of the rules and regulations, and the use of the new recruitment grid will ensure the quality of the candidates selected. Actions 1.4 and 1.5 will provide the means to implement this policy by 2024.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/+	Communication on official regulations through internal memos sent to everyone and published on the intranet
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/-	The publication of job offers will specify the elements that can be consulted on the website and any links.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	- I : % of job adverts posted on EURAXESS; - I : proportion of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		+/+	<a href="https://info.agriculture.gouv.fr/gedei/site/bo-agri/mobilite">https://info.agriculture.gouv.fr/gedei/site/bo-agri/mobilite</a> <a href="https://www.oniris-nantes.fr/accueil/travailler-a-oniris">https://www.oniris-nantes.fr/accueil/travailler-a-oniris</a> <a href="https://choisirleservicepublic.gouv.fr/LinkedIn">https://choisirleservicepublic.gouv.fr/LinkedIn</a>
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/-	Application procedures are governed by legal texts. The HR department pays particular attention to reducing the number of supporting documents required and simplifying administrative procedures.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/+	Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+	Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	+/+	Oniris complies with regulations concerning gender equality on selection panels.
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	+/-	The assessment of merit when selecting candidates is left to the discretion of the selection panel. However, jury members will be able to draw on the new recruitment grid and the mandatory training on selection processes that will be provided to them. Jury training and the systematic use of this grid are planned in actions 1.4 and 1.5 for Q4-2024.

<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		+/-	Action 1.3 provides for feedback to each unsuccessful candidate for Q3-2023
21. Do we provide adequate feedback to interviewees?		x		+/-	Action 1.3 provides for feedback to each unsuccessful candidate for Q3-2023
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Yes for civil servants, but to be specified for contractual agents Action 1.3 provides setting up a claims portal for contractual agents.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/-	Recruitment statistics (proportion of foreign researchers recruited, % of applicants from under-represented groups, etc.) will be used to assess the effectiveness of Oniris' OTM-R policy.