

TEMPLATE 3 – OTM-R Checklist

Case number: 2019ES377419

Name Organisation under review: UNIVERSITY OF ZARAGOZA

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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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No	*Suggested indicators (or form of measurement)
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, completely	In addition, we added a new action 25 because we want to develop a new document more completed than the checklist to collect all the information regarding recruitment policies. The OTMR-checklist is published on UNIZAR website: https://hrs4r.unizar.es/es/enlaces-de-interes/enlaces

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	As we said before, we added a new action 25 because we want to develop a new document more completed than the checklist to collect all the information regarding recruitment policies. We have in our website one guide for the recruitment procedures: https://recursoshumanos.unizar.es/sites/recursoshumanos.unizar.es/files/archivos/pdi/Seleccion_Personal/guia_para_comisiones_contratacion.pdf
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, completely	- Existence of training Administrative & Researchers UZ staff trained at OTM-R (at Vice-rectorships for Scientific Policy and the Vicerectorship for Teaching Staff, Human Resources, moreover Research Institute Heads) All updated Rules related to Researchers recruitment at ZAGUAN the Institutional Repository, programs for OTM-R - Number of staff following training in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	Web-based tool for (all) the stages in the recruitment REGTEL https://regtel.unizar.es We included in previous actions plan an action (action 6) regarding the use of e-tools. This action is now completed.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, completely	<u>UNIZAR General Inspection of Services</u> External: Accounting Chamber of Aragon internal audits <u>UNIZAR- General Bases on Researchers Recruitment Proceedings (selection committee, selection criteria etc..)</u>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	In previous actions plan we include 3 actions that now are completed (6 and 8). Improvement measures: - New E- Recruitment tool Web-based tool for (all) the stages in the recruitment REGTEL https://regtel.unizar.es/ - New UZ Rector Regulations on Equivalence of Degrees to minimize the administrative burden in Researchers Recruitment:

					<ul style="list-style-type: none"> • Resolution Rector 16/05/2019 Possible to apply to all projects positions (European & National funded) with receipt of the equivalence application submitted (not Certificate of Equivalence that lasts 1 year to be obtained in Spain) <p>Measures to be improved: Action 17 is extended to translate important documents of the recruitment process in English. Action 22: Encourage external candidates to apply in the recruitment process posting more positions on Euraxess.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	<p>Action 8 completed</p> <ul style="list-style-type: none"> -European Projects Office. Participation at EU funded projects (e.g. MSCA Cofund Projects) & Research positions published in Euraxess Jobs - Euraxess Center to support foreign researchers -Vice-rectorship for Internationalization and Cooperation funded programmes d in the share of applicants from abroad <p>Additionally, we continue improving this area through these actions:</p> <ul style="list-style-type: none"> - Action 24. New calls from the Vice-rectorate for Scientific Policy (Manuel Lopez Call and Prestigious research stays)) UNITA cotutelle PhDs positions. PhD positions). Nanjing cotutelle PhDs (2 PhD positions) - Action 17 is extended to translate important documents of the recruitment process in English.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	<p>Action 7 completed Equality Plan & Equality Observatory - Oficina Universitaria de atención a la diversidad https://ouad.unizar.es</p>

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	Action 18. Extended 1 year 18. Development of internal regulation for the new figures for permanent researcher, according to the Aragon Law of Science
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, completely	UZ Rules –General Bases on Researchers Recruitment Proceedings (Selection Committee, selection criteria & candidates Assessment on transparent & merit) http://www.unizar.es/gobierno/gerente/vg_investigacion/ConcursosdePe_MMtmp4_ea75d06/ConcursosdePersonalInvestigador.htm
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	Action 8 and 17 completed http://www.unizar.es/gobierno/gerente/vg_investigacion/doc/guia_inv/guia.pdf
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Yes, substantially	All Call of positions in UZ electronic Official Bulletin Board http://euraxess.unizar.es/es/guias-y-preguntas-frecuentes
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	Action 8 Euraxess Jobs EU Project vacancies publication Additionally, we included a new action: Action 22: Encourage external candidates to apply in the recruitment process posting more positions on Euraxess.
14. Do we make use of other job advertising tools?	x	x		Yes, substantially	UZ electronic Official Bulletin Board In addition, some institutes share the job advertisements through social media (LinkedIn, Twitter, Facebook)
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes, completely	Action 6 that is completed New UZ Rector Regulations on Equivalence of Degrees to minimize the administrative burden for candidates Instrucción Rector 4/06/2018 Resolución Rector 16/05/2019 - E-tool regtel to apply for vacancies
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes, completely	<p>Rules for hiring processes for Teaching and Research Personnel (PDI)</p> <p>Written guidelines UZ Rules –General Bases on Researchers Recruitment Proceedings :</p> <ul style="list-style-type: none"> -Employment contracts for researchers on a temporary basis for the execution of specific scientific and technical research projects (Categories N1, N2, N3.1, N3 and N4) -Specific employment contracts for research staff (Pre-doctoral, Access, Distinguished) <p>UNIZAR rules for the recruitment of Teaching and Research Staff</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	<p>Rules for hiring processes for Teaching and Research Personnel (PDI)</p> <p>Written guidelines UZ Rules –General Bases on Researchers Recruitment Proceedings:</p> <ul style="list-style-type: none"> -Employment contracts for researchers on a temporary basis for the execution of specific scientific and technical research projects (Categories N1, N2, N3.1, N3 and N4) -Specific employment contracts for research staff (Pre-doctoral, Access, Distinguished) <p>UNIZAR rules for the recruitment of Teaching and Research Staff</p>
18. Are the committees sufficiently gender-balanced?		x	x	Yes, substantially	<p>Composition of Panels</p> <p>This paragraph appears in all calls:</p> <p>The Valuation Commission is configured according to the provisions of measure 4.2. of the Equal Opportunity Plan</p> <p>the University of Zaragoza, approved by Agreement of the Governing Council of February 23, 2016: (https://observatorioigualdad.unizar.es/sites/observatorioigualdad.unizar.es/files/users/obsigu/plan_de_igualdad_2016.pdf) , so that, in case of non-observance of the balanced ratio of women and</p>

					men, the resolution that justifies and motivates the composition of the Commission will appear in the file.
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	Yes, completely	Rules for hiring processes for Teaching and Research Personnel (PDI) Written guidelines UZ Rules –General Bases on Researchers Recruitment Proceedings: - Employment contracts for researchers on a temporary basis for the execution of specific scientific and technical research projects (Categories N1, N2, N3.1, N3 and N4) - Specific employment contracts for research staff (Pre-doctoral, Access, Distinguished) UNIZAR rules for the recruitment of Teaching and Research Staff
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	Assesment Commission (Lists) UZ Electronic Official Bulletin
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	Assesment Commission (Lists) UZ Electronic Official Bulletin
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	There is always a complaints period for every phase of the recruitment process.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, completely	Yes, in the monitoring meetings.