



Open, Transparent and Merit-based Recruitment of Researchers (OTM-R System) - checklist

	Open	Transparent	Merit-based	Compliance of KU procedures with OTM-R: Yes, <i>completely</i> Yes, <i>substantially</i> Yes, <i>partially</i> No	Suggested indicators (or form of measurement)
OTM-R system - general provisions					
1. Have we published a version of our OTM-R policy online (in the national language and English)?	x	x	X	<i>Yes, completely</i>	Available at: HR Excellence in Research NCBJ Link: (EN) OTM-R Policy Link: (PL) Polityka OTM-R w NCBJ
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>Yes, completely</i>	Written guidelines detailing recruitment standards have been established in a Recruitment Regulations for scientific positions, which include rules for the composition of recruitment committees The HR department consults with and advises scientists on the publication of job announcements, with all steps incorporated into the formal recruitment procedure.

					<p>New recruitment regulations were adopted under Director's Order No 1 / on the 3rd of January 2024, establishing the Regulations for Competitive Recruitment of Scientific and Research -Technical Staff, under the HR Strategy for NCBJ (HRS 4R - Researchers) 2021-2024 and the OTM-R (Open, Transparent, Merit-Based Recruitment) Policy at NCBJ.</p> <p>Link: (EN) Regulations of competition procedure for the recruitment of scientific and research technical staff at the NCBJ</p> <p>Link: (PL) Regulamin postępowania konkursowego przy zatrudnianiu pracowników naukowych</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>Yes, completely</i>	Existence of training programmes for OTM-R. Training on OTM-R policy was conducted.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes, partially</i>	<p>The EOD system has been enhanced, though the project to implement additional functionalities in this system is significantly delayed, irrespective of the practical implementation of OTM-R recruitment principles. In October 2022, an evaluation was conducted to assess the compliance of selected EOD software elements with the documentation (Pre-implementation Analysis dated June 9, 2020, with subsequent amendments). This compliance assessment was performed on specific software elements within four recruitment processes in the service module, covering the following areas:</p> <ul style="list-style-type: none"> • Scientific recruitment • Non-scientific recruitment

					<p>Based on the non-compliance report, which included a non-compliance card and a general comments card, improvements were made to the functionality of selected EOD software elements.</p> <p>In 2023 and 2024, modules supporting the above processes were gradually introduced.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>Yes, completely</i>	Protocols from the recruitment commissions.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x		<i>Yes, completely</i>	Retaining the high share of external applicants from January 2023 to November 2024 94% of all applicants were from outside the organization.
7. Does our current OTM-R policy align with policies to attract researchers from abroad?	x	x	x	<i>Yes, completely</i>	From January 2023 to November 2024, 87% of all applicants came from abroad, retaining a high percentage of applicants from outside the country.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>Yes, completely</i>	<p>Retaining the high share of applicants among underrepresented groups (frequently women) from January 2023 to November 2024.</p> <p>23% of all applicants were women, which is comparable to the gender ratio for the whole population of researchers within our disciplines (physics, engineering).</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>Yes, partially</i>	The opinion based on the survey for 2023 is positive: 75% of respondents assessed working conditions positively.

					HR4RS 2024 Survey of Scientists – 82% Positive Answers to the Question: NCBJ ensures that researchers' performance is not undermined by employment instability. Efforts are made to improve employment stability in accordance with national legislation and those expressed in the EU Directive on Fixed-Term Work.
10. Do we have the means to monitor whether the most suitable researchers apply?				<i>Yes, substantially</i>	<p>The only measurement is to compare the competence profile required for the vacancy with the actual profiles of the applicants.</p> <p>The procedure will be supplemented by checking/reporting this kind of comparison.</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>Yes, completely</i>	<p>Existence of guidelines and templates.</p> <p>There are guidelines and a recruitment form in the EOD system, scientific and non-scientific recruitment templates adapted to the OTM-R guidelines.</p> <p>Link: (EN) Information on the recruitment process for scientific positions EOD system</p> <p>Link: (PL) Instrukcja do procesu rekrutacji na stanowisko naukowe</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<i>Yes, completely</i>	<p>OTM-R toolkit items checklist.</p> <p>The job advertisement form has been adapted to the needs of individual departments.</p>

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>Yes, completely</i>	<p>Trends in the percentage of candidates recruited from outside the organization/from abroad.</p> <p>Since October 2018, all recruitment advertisements for scientific positions have been published on the Euraxess portal.</p> <p>Increase in the high share of candidates from abroad.</p> <p>The percentage of candidates recruited from outside the organization/from abroad from January 2017 to October 2018 was 58%, and in the period from January 2023 to November 2024, 87% of all applicants came from abroad.</p>
14. Do we make use of other job advertising tools?	x	x		<i>Yes, completely</i>	<p>Checklist of tools used to publish job advertisements</p> <p>We use other free and paid tools to post job ads.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>Yes, completely</i>	<p>Existence of written information for candidates in English and Polish.</p> <p>Entry procedures. Welcome Point employee support.</p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>Yes, completely</i>	<p>Statistics on the composition of panels.</p> <p>There is an internal policy linking the composition of panels with OTM-R standards.</p> <p>Selection panels, in most cases, meet the required rules, although they need to be part of the published guidelines.</p>

					The existence of clear rules for the appointment of selection panels.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>Yes, completely</i>	Published rules for appointing selection committees.
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes, completely</i>	Protocols from the recruitment commissions. Statistics of the data concerning the recruitment process confirm this.
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	<i>Yes, substantially</i>	Written guidelines. To be developed and published.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>Yes, substantially</i>	Written guidelines. To be developed. New action No. 28 Develop Clear Feedback Guidelines Content of Feedback. Standardize the Process - Feedback Templates Communicate the New Standards Internally.
21. Do we provide adequate feedback to interviewees?		x		<i>Yes, completely</i>	Written guidelines (see above).

22. Do we have an appropriate complaints mechanism in place?		x		Yes, <i>completely</i>	<p>A complaint/appeal procedure regarding the recruitment process exists.</p> <p>The complaint/appeal procedure related to the recruitment process is included in the regulations adopted under Director’s Order No. 1, dated January 3, 2024, establishing the Regulations for the Competitive Recruitment of Scientific and Research-Technical Staff (§ 11).</p> <p>Link: (EN) REGULATIONS of competition procedure for the recruitment of scientific and research technical staff at the NCBJ.pdf</p>
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Overall assessment

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, <i>completely</i>	<p>We have a comprehensive and well-structured system to assess whether OTM-R delivers on its objectives.</p> <ol style="list-style-type: none"> 1. Detailed Recruitment Procedure: Our recruitment processes for scientific positions are meticulously designed, with clear, detailed guidelines fully aligned with OTM-R principles to ensure transparency, fairness, and merit-based selection. 2. HR Department Involvement: The HR department actively participates in most recruitment processes, ensuring compliance with OTM-R standards and providing expertise to maintain consistency and quality across all stages of recruitment. 3. Post-Recruitment Protocols and Monitoring: After each recruitment process, a detailed protocol is prepared, capturing essential information in line with OTM-R principles.
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These protocols undergo regular analysis by the HR department, with quantitative data compiled and reviewed annually. This approach allows us to identify trends, address potential issues, and continuously improve our processes.

4. **Scientific Council Oversight:**

The Scientific Council plays a crucial role in reviewing the qualifications of selected candidates for scientific and research-technical positions. It also evaluates the recruitment process during its meetings, with access to detailed protocols. Any concerns or doubts raised are addressed promptly, reinforcing our commitment to an open and accountable process.

5. **Continuous Improvement and Feedback**

Mechanisms: In addition to the existing measures, we actively encourage feedback from participants in the recruitment process, including candidates and committee members. This helps us identify potential gaps and incorporate best practices to further enhance our OTM-R framework.