

Open Transparent and Merit Based Recruitment of Researchers OTM-R Checklist for the National Marine Fisheries Research Institute

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ <i>Yes, completely</i> +/- <i>Yes, substantially</i> -/+ <i>Yes, partially</i> -- <i>No</i>	*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	<i>-/+ Yes, partially</i>	<p>We have published a guide entitled “The position of a researcher at the NMFRI - promotion paths, requirements and benefits”. Right now it is in Polish only, but it will also be translated into English. In addition, the OTM-R report has been published both in Polish and English version on our HR logo site: http://mir.gdynia.pl/hr-excellence-in-research/</p> <p>Our OTM-R policy is currently developed. In addition, a presentation regarding changes in the HRS4R + info on OTM-R prepared by Polish National Contact Point has been published on the above mentioned website.</p>
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>	<p>We have published a guide entitled “The position of a researcher at the NMFRI - promotion paths, requirements and benefits”, it was send to all research staff via email on 2017-10-05; it was also</p>

					distributed in a printed version in October 2017 and is now available on our internal websites and also on our HR logo site: http://mir.gdynia.pl/hr-excellence-in-research/ It was updated in July 2018 (the reduction of the administrative burden for a candidate)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes, completely	On 27 and 28 November 2017 a dedicated training was conducted by an external expert, i.e. 1. Training topic: "Actions under the Human Resources Strategy for Researchers" 2. The purpose of the training: Strengthening the management staff (including project managers) with knowledge and tools that increase the effectiveness of staff selection and development.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	Our job offers for research posts are always published on our homepage , on the Ministry of Science and Higher Education website, as well as on the EURAXESS site (in Polish or/and English). Applicants can send their offers for job positions at our Institute via email, it is also possible to conduct interviews e.g. via Skype. All applicants receive an (automated) e-mail acknowledging that their application has been received.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-Yes, substantially	The NMFRI staff of the Personnel and Management Organization Section who are also directly involved in the implementation of our HRS4R are responsible for scientific vacancies in terms of the OTM-R compliance.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	Our job offers for research posts are always published on our homepage , on the Ministry of Science and Higher Education website, as well as on the EURAXESS site (in Polish or/and English).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, substantially	Our job offers for research posts are always published on our homepage as well as on the EURAXESS site in English. It is also possible to conduct interviews e.g. via Skype in English. In addition, the Code of conduct is also available in English (http://mir.gdynia.pl/hr-excellence-in-research/?lang=en).
8. Is our current OTM-R policy in line with	x	x	x	+/-Yes,	The NMFRI does not discriminate

policies to attract underrepresented groups?				substantially	underrepresented groups (see our Code of conduct). Our Institute offers e.g. teleworking and e-recruitment. In addition, e.g. the share of man and woman among research staff is equal (more than 50% are women).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	Our OTM-R policy is in line with the NMFRI remuneration regulations (motivation system for projects, social benefits). Moreover, scientists are entitled to holiday leave amounting to 36 days a year.
10. Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	For each recruitment a commission is appointed, selects candidates, recommends the best candidate who is subsequently verified by the NMFRI Scientific Council (see our Code of conduct).
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	The model call of the competition for the scientific posts is included in the NMFRI Code of conduct .
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, completely	See our HR Research vacancies web page (revised recently, i.e. competitions for the scientific posts separated from the rest of recruitment).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes, completely	NMFRI advertises its researcher positions on EURAXESS.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	Apart from EURAXESS portal, our job offers for research posts are always published on our homepage and on the Ministry of Science and Higher Education website.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	Our Code of conduct and our guide entitled “The position of a researcher at the NMFRI - promotion paths, requirements and benefits” were updated in July 2018 in terms of reducing the administrative burden for a candidate. In addition, the documents can be sent electronically (no need to send paper documents).
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	For each recruitment a dedicated committee is appointed by the NMFRI director by means of an ordinance.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	The composition of selection committees is described in the NMFRI Code of conduct and the NMFRI Statute.

18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	According to the NMFRI Code of conduct , the composition of the committees should be balanced in terms of gender.
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	In the model call of the competition for the scientific post there is a candidate evaluation table pattern (with rating points) included.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-Yes, substantially	The results of competitions are published on the NMFRI website. In addition, our 'job offers' website got a new facelift, so its content is more accessible now.
21. Do we provide adequate feedback to interviewees?		x		+/-Yes, substantially	Feedback to candidates is given on request. It is planned that after each scientific competition, the interviewed candidates will be given feedback by mail.
22. Do we have an appropriate complaints mechanism in place?		x		+/-Yes, substantially	Each candidate has the right to appeal against the results of the competition within 7 days from the date of their publication on the NMFRI website (See our Code of conduct).
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-Yes, substantially	The representative of the Personnel and Management Organization Section reports to the NMFRI European Charter and Code Implementation Working Group and other stakeholders on a regular basis on any issues regarding the implementation of the OTM-R policy. The OTM-R process is continuously improved.