

OTM-R Checklist

Case number: 2018ES348671

Name Organisation under review: BCAM – Basque Center for Applied Mathematics

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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	All the information regarding the OTM-R policy can be founded in our webpage: http://www.bcamath.org/en/the-center/hrs4r
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	There is an internal Guide published in the Intranet.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/+ Yes, completely	There is a HRS4R Working Group with the aim of guaranteeing that the OTM-R principles are applied

4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/+ Yes, completely	All our recruitment processes use a Web-based tool: http://www.bcamath.org/en/research/job http://www.bcamath.org/en/research/internships And we manage them by our Intranet (which is connected to the website tool)
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	Number of review meetings of our internal Recruitment policy and evaluation done by the SAC (Scientific Advisory Committee).
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/+ Yes, completely	Trend in the share of applications received from external candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/+ Yes, completely	All job offers, apart from being published in our website, are also published or shared in: EURAXESS, Bizkaia Talent, LINKEDIN, Twitter, SOMMa network, Universities, IKERBASQUE, SIAM, ResearchGate, SeMA, etc. Trend in the share of applications received from abroad. At the end of each selection process we prepare an "evaluation and results" report, which shows the statistics of the candidates (nº of women/men, the country, etc.). This report is published in the website. All the statistics of the selection processes and the information of the candidates are saved in our system (on the Intranet). For instance, regarding the researchers from abroad we obtain the following information: During the period 2018-2021, 1.834 candidates have been evaluated through International Calls, 107 of whom were selected and provided a corresponding job offers were provided to them. That means a success rate of 5,83%. In comparison with the period 2014-2017 we increased the number of international calls by 67% and in 5% the number of applicants in the same period.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes, partially	Trend in the share of female applicants. Increase of the rate of female applicants.

					At the end of each selection process we prepare an "evaluation and results" report, which shows the statistics of the candidates (nº of women/men, the country, etc.). This report is published in the website.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, substantially	Trend in the share of applicants from outside the organization and abroad.
10. Do we have means to monitor whether the most suitable researchers apply?				+/+ Yes, completely	BCAM HR coordinator has direct feedback from the PI of the call.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/+ Yes, completely	Yes, we have our job offers template which complies all the requirements of the OTM-R process.
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	We have our job offers template which complies all the requirements of the OTM-R process.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/+ Yes, completely	All our job offers are posted on EURAXESS Trend in the share of applicants recruited from outside the organisation/abroad.
14. Do we make use of other job advertising tools?	x	x		+/+ Yes, completely	Job offer shared by our community manager through social networks, BCAM contacts database, EURAXESS and other job offers platforms (depending on the area) such as SIAM, ResearchGate, Academic Positions, AMS... Recently we have organize an event together with Bizkaia Talent to publish our new job offers.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/+ Yes, completely	Number of documents required to the candidates. For instance, the recommendation letters are directly requested to the indicated persons in order to reduce the administrative workload of the researcher. We only ask for the necessary document to ensure the OTM-R process.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/+ Yes, completely	Defined at the OTM-R policy.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+ Yes, completely	Defined at the OTM-R policy.

18. Are the committees sufficiently gender-balanced?		x	x	<i>-/+ Yes, partially</i>	<p>Composition of the Evaluation Committee.</p> <p>We try to maintain the gender balance, but given that the percentage of women in BCAM is 25% (and smaller in the superior levels), the gender balance is not possible, especially in those pure areas of Mathematics in which there is very little feminine representation.</p> <p>However, in the Gender Equality Plan of BCAM we have included an action that consists of promoting the presence of at least one woman in the selection committees.</p>
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>	<p>Written guidelines ("Evaluation Criteria").</p> <p>It is worth mentioning that, after carrying out the diagnosis and the elaboration of the Gender Equality Plan in BCAM, we are considering to incorporate the gender perspective to avoid gender biases. For example, one of the actions that we have included in the Gender Equality Plan of BCAM is to identify possible gender biases in the capacities assessed in the recommendation letters. And once we identify the gender biases, we will elaborate a template for recommendation letters with equal recognition of capacities.</p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>+/+ Yes, completely</i>	<p>Written guidelines.</p> <p>Web-based tool ("rejection e-mail").</p> <p>Personal communication (telephone/skype) by the Committee to the best candidates.</p>
21. Do we provide adequate feedback to interviewees?		x		<i>+/+ Yes, completely</i>	<p>Written guidelines.</p> <p>All the candidates receive a feedback ("evaluation report").</p>
22. Do we have an appropriate complaints mechanism in place?		x		<i>+/-Yes, substantially</i>	<p>Specific e-mail for the recruitment processes available for all the candidates for any kind of complaint (recruitment@bcamath.org).</p>
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>-/+ Yes, partially</i>	HRSR4 Working Group meetings with the aim to review the internal recruitment process
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