

## TEMPLATE 3 – OTM-R Checklist

Case number: 2018ES348671

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

Organisation's contact details: Lorea Gómez García (hrs4r@bcamath.org)

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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, completely +/-Yes, substantially -/+ Yes, partially -- 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	--	[web link]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	--	[Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	[Existence of training programmes for OTM-R] [Number of staff following training in OTM-R]
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	All our recruitment processes use a Web-based tool: <a href="http://www.bcamath.org/en/research/job">http://www.bcamath.org/en/research/job</a>

					<a href="http://www.bcamaath.org/en/research/internships">http://www.bcamaath.org/en/research/internships</a> 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	-/+	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	++	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	++	<p>All job offers, apart from being published in our website, are also published or shared in: EURAXESS, Bizkaia Talent, LINKEDIN, Twitter, SOMMa network, Universities, IKERBASQUES, etc.</p> <p>Trend in the share of applications received from abroad.</p> <p>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.</p> <p>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 2014-2017 <b>1.642 candidates</b> have been evaluated through International Calls, <b>62</b> of them were selected and the corresponding job offers were provided to them. That means a <b>success rate of 4,51%</b>. In comparison with the period 2009-2012 we increased the number of international calls in 19% and in 25% the number of applicants in the same period.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+	<p>Trend in the share of female applicants.</p> <p>Increase of the rate of female applicants.</p> <p>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</p>

					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	+/-	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?				+/-	Trend in the share of suitable applicants. Rate of unfilled positions.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Our job offers template.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Our job offers template.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	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		++	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... In the period 2014-2017 BCAM has also started to take part in international events for talent attraction such as Nature Jobs Career Expo in London, European Career Fair at MIT in Boston and Science+ 2017 ERA Career in Bilbao, which contribute to extend BCAM network for international talent attraction.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	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.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	The Selection Committee is different depending the selection process. There is a specific Committee for PhD selection processes, another Committee for Ikerbasque and Ramón y Cajal processes and

					another one for Postdoctoral Fellows. We are in the documentation phase of the process, so we are preparing written guidelines.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>As indicated in the previous point, we are in the documentation phase of the process, so we are preparing written guidelines.</p> <p>In order to succeed and guarantee the quality level of the research, a thorough evaluation process is carried including a careful plan and the appointment of the evaluation team. The evaluation process includes (depending on the candidate seniority) interviews or a seminar at BCAM to assess on candidates' suitability.</p>
18. Are the committees sufficiently gender-balanced?		x	x	-/+	<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	+/-	<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>

<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++	Written guidelines. Web-based tool ("rejection e-mail"). Personal communication (telephone/skype) by the Committee to the best candidates.
21. Do we provide adequate feedback to interviewees?		x		++	Written guidelines. All the candidates receive a feedback ("evaluation report").
22. Do we have an appropriate complaints mechanism in place?		x		+/-	Specific e-mail for the recruitment processes available for all the candidates for any kind of complaint ( <a href="mailto:recruitment@bcmath.org">recruitment@bcmath.org</a> ).
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	HRSR4 Working Group meetings with the aim to review the internal recruitment process