

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2021ES629342

Name Organisation under review: FISEVI International Projects Unit (OPI)

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Date endorsement charter and code: 15/04/2021

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use.

However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
<hr/>					
OTM-R system					
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Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	Improvement to be implemented: Recruitment procedure available in Spanish and English language, as well as an informative note on OTM-R policy implementation. A specific working group will be organized to review the current FISEVI recruitment procedure and to design the new OTM-R policy applicable to all kind of job offers. Indicator: HR Procedures updated and OTM-R policy published on the website.
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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Although FISEVI has established recruitment procedures (selection, contract and incorporation), it does not have a written document that contains the Open, Transparent and Merit-based Recruitment Policy. Indicator: HR Procedures updated and OTM-R policy published on the website.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Existence of training programmes for OTM-R: No; Number of staff following training in OTM-R:0 Improvement: Specific training on OTM-R policy. Indicator: Existence of training for OTM-R / Number of staff following training in OTM-R

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	<p>Web-based tool for all the stages in the recruitment process: FISEVI publishes all positions on the institutional website (https://empleo.fisevi.es) as well as on the "Portal de Transparencia de la Junta de Andalucía" (Transparency website of the Andalusian Regional Government). Research Positions linked to EU funded projects are also published on the EURAXESS website. Videoconference interviews with candidates are broadly used.</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	<p>FISEVI, as public sector entity, reports to the "Intervention de la Junta de Andalucia".</p> <p>Recruitment process is under the supervision of the Regional Ministry/Treasury.</p> <p>Furthermore, on a semester basis, the Human Resources Department elaborate a report on the Recruitment activities and implementation of internal procedures. In addition, important to highlight FISEVI relies on the ISO 166002 certification on "Gestión de I+D+i".</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	FISEVI publishes in its one website as well the one the Regional Ministry and Insitute of Biomedicine of Seville. There is trend to wider the visibility of the position offer thanks to the use of social medias (Linkedin) and Scientific/Management networks. All recruitments are open competitions with no advertisement restricted to internal applicants. Indicator: to assess the share of applicants from outside the organisation.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Improvement: FISEVI should make the application " https://empleo.fisevi.es/ " available also in English. Indicator: to assess the share of applicants from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	High rate of female employment. Job offers fully accessible for physically disabled people. Indicator: to assess the share of applicants from underrepresented groups.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	FISEVI relies on salary scales officially approved, safe working conditions, access to training and courses, freedom to research and independence, applying the common limitations to due to budget restrictions/legal and ethics requirements. Indicator: Number of applicants (external, from abroad and per position).
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	Nevertheless, FISEVI recruitment process allow to discard from the evaluation candidates who have submitted their candidacy and do not meet the titulation requirement. Improvement in visibility of the position offers, taken into account the specificity of each position to adressed the correct and specific dissemination means. Indicator: % of candidates admitted and excluded can be assessed.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	A unique Job advertisement templates is used, and FISEVI relies on specific Recruitment Procedure.
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	Job advertisement templates include: organisation and recruiting unit; job title, specifications and starting date; researcher career profiles with the respective 'required' and 'desirable' competencies; selection criteria; number of available positions; working conditions, workplace, entitlements, type of contract; application procedure and deadline. Improvement should include references to professional development opportunities, career development prospects, equal opportunities policy and OTMR policy.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	FISEVI makes use of EURAXESS for Postdoc/predoc position linked to EU/International projects. Improvement can be to publish on a systematic basis Posdoctoral and predoctoral position on EURAXESS. Indicator: number of position offered on EURAXESS.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	FISEVI uses its own tools (https://fisevi.com/investigador-ofertas-de-empleo) as well as Transparency Website of the Regional Government, EURAXESS, social medias (Linkedin) and Scientific/Management networks. Improvements can be done and making the use of external job advertising tools systematic.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	FISEVI relies on its own e-recruitment tool: The documentation to be submitted by the candidates is limited to the CV (template offered by FISEVI or free CV, both are accepted). When presenting its candidature, the candidate engages to provide the proof after the selection process is concluded.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	According to FISEVI recruitment practice, the Selection Committee is composed of a minimum of 4 members, gender-balanced. External members can be included. Improvement could be done by implementing measures to ensure that all the relevant experience, qualifications and competencies to assess the candidate are represented.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	According to FISEVI recruitment practice, the Selection Committee is composed of a minimum of 4 members, gender-balanced. External members can be included. Improvement could be done by implementing measures to ensure that all the relevant experience, qualifications and competencies to assess the candidate are represented.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	According to FISEVI recruitment practice, the Selection Committee is composed of a minimum of 4 members - to fulfill the parity requirement of the Spanish "Ley de igualdad Organic Law 3/2007", the committee is to be composed of 60-40% .

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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 partially	FISEVI Job offer template include indication on evaluation: Professional Experience; Experience in the functions described in the call; Personal Interview. Over a total of 10 points, and a maximum of 3 points for the interview. Evaluation criteria should be consistent with the requirements of the position. Improvement: written guidelines on evaluation (based on "Judging merit", "Variations in the order of CVs", "Recognition of mobility" and "Seniority").
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Standard mail informing the candidates are in place with FISEVI e-recruitment tool. Improvement: communication on strengths and weaknesses of the candidate application.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Standard mail informing the candidates are in place with FISEVI e-recruitment tool. The PI responsible for the position is in charge of informing all interviewees and facilitate feedback when closing the selection process. Improvement: make the communication on strengths and weaknesses of the interviewees systematic.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	In case of complaints, the Human Resources Department dedicates time and effort to review the specific case, but no specific complaints mechanism are in place. Improvement: to design a specific complaints procedure related to the selection process. Indicator: procedure in place.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	No written guidelines on this aspect

