

OTM-R Checklist

Case number: 2019ES406625

Name Organisation under review: University of Valencia

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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)
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OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	Relevant regulation is mainly general legislation publicly available. Yet, the UV makes available on-line applicable legislation, although a more rational and comprehensive approach is desirable. Legislation is not published in English. http://www.uv.es/uvweb/administrative-servicestaff/en/human-resources-service-p-a-s-1285910936596.html http://www.uv.es/uvweb/servicio-recursohumanos-pdi/es/seleccion-delprofesorado/personal-contratado/normativa-1285902901614.html Updated regularly. Available to all staff on-line Ind.: Publication on-line of the OTM-R policy
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	See comments above. A consolidated document is not available as yet. Indicator.- Publication of internal Guide.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Staff has a good general training on regulations and procedures, although it is necessary to adapt procedures for foreigners' recruitment. - Existence of training programmes for OTM-R. There is margin for improved training of staff Ind.: 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 substantially	<p>Web-based tool for (all) the stages in the recruitment process. They exist, but need consolidation and rationalisation.</p> <p>http://www.uv.es/uvweb/administrative-servicestaff/en/human-resources-service-p-a-s-1285910936596.html</p> <p>http://www.uv.es/uvweb/servicio-recursohumanos-pdi/es/seleccion-delprofesorado/personal-contratado/normativa271285902901614.html</p> <p>Ind. Consolidated version of e-recruitment tools in one-stop On-line service.</p>
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	<p>There is no specific QA system, although the service charter of both Research and Faculty Staff (PDI) and Administrative and Service Staff (PASS) offers information on available assistance Service Charter Administrative and Service Staff (PAS).</p> <p>http://www.uv.es/uvweb/administrative-servicestaff/en/service-charter-1285910936691.html Service Charter Research and Faculty Staff</p> <p>http://www.uv.es/uvweb/servicio-recursohumanos-pdi/es/presentacion-/serviciosprestados/seccion-gestion-pdi-1285915888379.html Ind.:</p> <p>Quality Unit to adopt a QA method.</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 substantially	Nothing in UV's procedures excludes external candidates, although there is no pro-active encouragement for external candidates Ind. Nr. And % over total of external candidates applying to recruitment processes per year
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	There is a consolidated growing trend in the share of applicants from outside the organisation. There is a need to adapt the offer to better fit foreign candidates. Currently, there is still a tendency to use procedures thought exclusively for Nationals. Ind. Explicit UV's policy adopting OTM-R guidelines.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Te UV's policy is fully in line with hte OTM-R policies. At the same time, actual balance is not yet achieved, but improvements are in progress. Women recruitment shows a slight negative trend with a tendency to stabilise in the last years. The earlier the researchers' career, ther more balanced the share is gender-wise, showing a favourable trend (see researchers' pyramid as per Dec. 2015 at the end of this table) Other stats are available on line at: http://www.uv.es/reculldades/micro/start UV has a Unit specifically devoted to people with functional diversity: http://www.fundaciouv.es/upd/index.asp?idioma=e ng Ind. Nr. And % over total of women recruited Nr. And % over total of persons with functional diversity recruited http://www.uv.es/reculldedades

	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	Recruitment is subject to existing general regulation and legislation, which leaves little margin for manoeuvre to improve contract conditions. Besides, current National and Regional fiscal consolidation measures in force do not allow for room for improvement in salary conditions in contracts.
Do we have means to monitor whether the most suitable researchers apply?				-- No	This requires to provide a negative proof, which is extremely difficult to be implemented. It is possible, though, to assess case by case if the desired profiles have applied for. Ind. Bi-annual survey among Heads of Groups and Units on perception of quality of candidates attracted.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	Yes, there are internal guidelines as well as formats established by National and Regional regulations. Positions are publicised through EURAXESS. A more standardised form in three languages would be sought. Ind. List of formats used for advertising positions.
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	All elements described in section 4.4.1 are included by law in the advertisement of the vacancies, except for the reference to the OTM-R policy, professional development opportunities and career development prospects. Ind. Inclusion of all elements of the OTM-R toolkit in the advertisements.

	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	The share of job adverts posted on EURAXESS; Most positions are advertised through EURAXESS, but a more systematic action is needed. Ind. Nr and % over total of positions advertised through EURAXESS There is anecdotal evidence that there exist a steadily increasing trend in the share of applicants recruited from outside the organisation/abroad. Nevertheless, there is no record of applicants' data as yet allowing UV to fully assess this parameter. In the future, the application procedure will consider registering some data. Ind. Nr. and % over total of external candidates applying to recruitment processes per year.
Do we make use of other job advertising tools?	x	x		-- No	UV uses currently only the legally established channels of advertisement. Social media channels and other specialised printed media could be used in the future. Ind. List of channels used for job advertisement.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Current regulations establish the need to provide accreditation on the fulfillment of the candidate's eligibility criteria. This imposes a higher administrative burden than desired. UV tries to overcome some of this burden through the request of "Honor Declarations".
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Panel composition is established by law obliging public institutions. All members of the panel must be civil servants (or temporary staff if the vacancy is of a temporary position). No private sector or non-civil servant members are allowed, except in an observer or advisory capacity. External experts from outside the institution is customary, although not enforced.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Idem as above.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	The UV has an advanced gender equality policy.
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	Selection criteria are established and advertised at the time of the publication of the vacancy. Scores and weights of each criteria is clearly established in those vacancy notices.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	The Law of Administrative Procedure applies.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Applicants are informed on the outcome of the interviews, although there is no standard procedure or communication form in place so far. Ind. Consider a survey among candidates on quality of feedback.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	The Law on Administrative Procedure establishes the rebuttal procedures. Besides, there is an Ombudsman Unit in the UV. Stats of the UV's Ombudsman 2015-16 available at http://www.uv.es/sgreuges/doc/INFORME_2015-2016.pdf (in catalan) Ind. Stats on complaints registered by the UV's Ombudsman service.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Tasks to be developed in connexion with criterion 5.