

Question	Open	Transparent	Merit-based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	--	The school’s human resources policy is not formalised or published online. However, vacancies and recruitment through competitive exams are widely published on the various recruitment channels. Preparation of the guide is planned in action 7 (estimated publication date: 2023)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	--	Regulatory and required practices are implemented by recruiters. Agrocampus Ouest does not have an OTM-R guide and procedure which may seem inconsistent with recruitment in compliance with OTM-R criteria. Preparation of the guide outlined in action 7 (estimated publication date: 2023)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Recruiters do not receive training in recruitment policy, leading to a lack of knowledge about regulatory differences for permanent and contract staff. Recruitment policy training is planned in action 8 (estimated publication date: 2022; number of recruiters trained)
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	A range of recruitment communication channels exists and they are used where appropriate. Tools for communication between institutions and the responsible authorities are also involved (public service employment platform/Linkedin/Nuxeo). Development of the use of Euraxess for posting jobs is planned in action 10 (number of published vacancies/year)
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Recruitment quality control is conducted by the HR department with reminders about required skills, discriminatory practices to avoid, remuneration, seniority issues and experience. Evaluation grids are used in the recruitment process. The IGAPS (responsible for personalised monitoring) and the central administration of the ministry responsible for agriculture (Director General for Education and Research (DGER)) also check regulatory compliance of recruitment practices. However, the institution has no OTM-R quality control tool or system in place. Creation of a quality control system is planned in action 7 (estimated implementation: 2023)

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	<p>Agrocampus Ouest always posts vacancies externally (for example in the Bulletin Officiel National), via various communication channels and pertinent professional networks, for both fixed-term and permanent contracts. As recommended in management guidelines, to optimise equal opportunity, the institution no longer gives priority to internal vacancy posting over external posting.</p> <p>Profiles with pertinent skills or experience, either in-house or with academic partners, are given priority. Research positions are published in the research unit and in the relevant international professional networks. Vacancies are most frequently posted in French, and only sometimes in English.</p> <p>The increased use of English in HR documents is planned in action 11 (estimated for 2022, number of documents available in English).</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	<p>The recruitment policy is consistent with the European recruitment policy.</p> <p>The absence of a position reserved for foreign researchers (except as part of the Cofund-BIENVENUE programme) encourages the institution to have an active international policy.</p> <p>Researchers are invited, but this practice is not sustainable.</p>
8. Is our current OTM-R policy in line with policies to attract under-represented groups?	x	x	x	-/+	<p>The regulation that requires a minimum percentage of people with a disability in the staff is respected. Managers track and encourage the permanent recruitment of research support staff.</p> <p>A system of recruitment for contract staff with a disability is also in place.</p> <p>Preparation of the OTM-R guide is planned in action 7 which provides for tracking candidates from under-represented groups (estimated publication: 2023)</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	--	<p>It is difficult to assess the quality of working conditions for academic staff at Agrocampus Ouest. However, the institution participates in programmes led by the regional authority to attract postdoctoral researchers (c.f. Cofund-BIENVENUE programme).</p> <p>Preparation of the OTM-R guide is planned in action 7 and provides for the follow-up of foreign candidates (estimated publication: 2023)</p>
10. Do we have means to monitor whether the most reliable researchers apply?				--	<p>Means are insufficient to follow up on applicants with regard to their skills.</p> <p>Preparation of the OTM-R guide is planned in action 7 which provides for the development of a grid comparing candidate skills with skills required by the job description (estimated publication date: 2023)</p>

Advertising and Application Phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	Vacancies are always published on the institution and research unit websites. This is not always the case for the EURAXESS site.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/+	Job descriptions specify the elements of the publication and any links.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	Use of the EURAXESS site is random. Development of the use of EURAXESS for posting vacancies is planned in action E/a (number of published vacancies/year)
14. Do we make use of other job advertising tools?	x	x		+/+	Several communication channels are used: <ul style="list-style-type: none"> - Memos for permanent positions - competitive exams for academic staff - Public service employment platform - LinkedIn - Social networks - Job centre (Pôle Emploi) - The school website - Pertinent professional networks - Galaxy: for qualified teachers seconded from the secondary system (PRAG)
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	The administrative burden of the entire recruitment process is spread and organised correctly to avoid time-consuming tasks (limited supporting documents required at each stage). The HR department adapts to the particularities of each recruitment. Recruitment aims to reduce administrative obligations for both recruiters and candidates. Recruitment will be completely dematerialised in the near future.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	A committee is created to oversee the quality of recruitment practices and meets when required for selection. Recruitment committees can consult the national guide of the French Ministry of Higher Education, Research and Innovation (MESRI) and the recruitment charter of the french ministry responsible for agriculture.
17. Do we have clear rules about the composition of selection committees?		x	x	++	Selection committee invitations and composition are communicated to candidates prior to each interview.
18. Are the committees sufficiently gender-balanced?		x	x	++	Agrocampus Ouest complies with regulations for gender equality in selection committees.
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	-/+	Judgement on merit for the selection of the successful candidate is at the discretion of the selection committee. There is no specific guide. Whenever possible, members of the committee from the HR department and trained in recruitment ensure applications are judged on merit. Preparation of the OTM-R guide is planned in action 7 which provides for the development of a grid comparing candidate skills with skills required by the job description (estimated publication date: 2023)

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		-/+	Oral feedback is given to each candidate. This is not the case for written feedback unless the candidate requests it. Drafting of the OTM-R guide is planned in action 7 which provides for written feedback to each unsuccessful candidate (estimated publication date: 2023)
21. Do we provide adequate feedback to interviewees?		x		-/+	Feedback is provided when a request is addressed to the selection committee. Drafting of the OTM-R guide is planned in action 7 which provides for written feedback to each unsuccessful candidate (estimated publication date: 2023)
22. Do we have an appropriate complaints mechanism in place?		x		+/-	There is a complaints system for competitive exams but not for other recruitment solutions. Note there is almost no legal recourse in this area.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	No system to assess whether OTM-R has achieved its objectives exists at Agrocampus Ovest. Creation of a quality control system is planned in action 7 (estimated implementation: 2023)