

OTM-R Checklist

March 18, 2024

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++Yes completely	OTMR policy is published online: https://www.institut-agro-rennes-angers.fr/recherche/label-hrs4r
Do we have an internal guidesetting out clear OTM-R procedures and practices for all types of positions?	x	x	x	"-/+ Yes partially	An internal guide establishing procedures is currently being drafted. It is intended to be shared among the 3 schools of the "Institut Agro"
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-+ Yes partially	Managers are trained in the area of OTMR recruitment every year. In 2024, an important training session on recruitment is planned, with a dedicated portion on OTMR.
Do we make (sufficient) use of e-recruitment tools?	x	x		+ - Yes substantially	All our job vacancies are posted online on the main websites, and all candidates can apply electronically
Do we have a quality control system for OTM-R in place?	x	x	x	-- no.	The construction of a quality questionnaire for candidates is in progress
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+ - Yes substantially	Most of our candidates come from external sources.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-+ Yes partially	The number of researchers coming from abroad is increasing
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+ - Yes substantially	Our job postings state their openness to candidates with disabilities
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+ - Yes substantially	The number of researchers coming from abroad is increasing

Do we have means to monitor whether the most suitable researchers apply?				-+ Yes partially	
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+ - Yes substantially	Procedures exist and must be followed for public sector jobs
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-+ Yes partially	
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-+ Yes partially	
Do we make use of other job advertising tools?	x	x		+ - Yes substantially	Social networks / employment websites : France travail, Choisir le service public ...
Do we keep the administrative burden to a minimum for the candidate?	x			+ - Yes substantially	All our job vacancies are posted online on the main websites, and all candidates can apply electronically
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+ - Yes substantially	There is a guide for the selection committees and it is sent to the selection committees
Do we have clear rules concerning the composition of selection committees?		x	x	+ - Yes substantially	There is a guide for the selection committees and it is sent to the selection committees
Are the committees sufficiently gender-balanced?		x	x	+ - Yes substantially	There are clear written rules for the competitions. For the recruitment which are not competitions, we try to maintain balance.
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 substantially	A message is systematically sent to all candidates
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++Yes completely	A message is systematically sent to all candidates
Do we provide adequate feedback to interviewees?	x			+ - Yes substantially	There is a guide for the selection committees and it is sent to the selection committees
Do we have an appropriate complaints mechanism in place?	x			-- no.	
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- no.	