

# INSTITUTE OF ANIMAL REPRODUCTION AND FOOD RESEARCH PAS IN OLSZTYN



HR EXCELLENCE IN RESEARCH

## Open, Transparent and Merit Based Recruitment of Researchers OTM-R Checklist for the Institute of Animal Reproduction and Food Research PAS

	Open	Transparent	Merit-based	Answer: Yes, completely / Yes substantially / Yes, partially / No	Suggested indicators (or form of verification)
<b>OTM-R System</b>					
1. Have we published an online version of our OTM-R policy (in Polish and English)?	x	x	x	<b>Yes, completely</b>	“Policy of Open, Transparent and Merit-based Recruitment Processes” has been prepared <a href="http://pan.olsztyn.pl/institute/hr-excellence-in-research/">http://pan.olsztyn.pl/institute/hr-excellence-in-research/</a>
2. Do we have an internal guide that clearly specifies our OTM-R procedures and practices for all positions?	x	x	x	<b>Yes, completely</b>	We have prepared a manual: “Principles of Recruiting Researchers at IAR&FR PAS” <a href="http://pan.olsztyn.pl/institute/hr-excellence-in-research/">http://pan.olsztyn.pl/institute/hr-excellence-in-research/</a>

3. Are all persons involved in the process properly trained in the OTM-R area?	x	x	x	<b>Yes, completely</b>	Trainings titled "Recruitment, human resource management and career management in science" were organized for two target groups: Institute management and heads of organizational units (21 participants) as well as managers of research projects (24 participants). Trainings were held on the 1st December 2017 and on the 15th November 2018. Participants received certificates confirming the completion of the training.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>Yes, substantially</b>	The job offers for research positions are published on the website of the Institute, on the website of the Ministry of Science and Higher Education, as well as on the EURAXESS website (in Polish and/or English). Candidates applying for research positions can send their offer to the e-mail address provided in the advertisement. They also receive feedback information by e-mail about the results of the competition and about the weaknesses and strengths of their application.
5. Have we implemented an OTM-R quality control system?	x	x	x	<b>Yes, completely</b>	The compliancy of competition procedures with OTM-R is supervised by the Human Resource employee directly involved in the recruitment process and by presidents of the Selection Committees (according to the Competition Regulations - these are Deputy Institute Directors).
6. Does our OTM-R internal policy encourage recruitment of external candidates?	x	x	x	<b>Yes, substantially</b>	The job offers for research positions are published on the website of the Institute, on the website of the Ministry of Science and Higher Education, as well as on the EURAXESS website. The OTM-R policy contains open and transparent recruitment principles, which should encourage candidates to apply. The recruitment process is conducted in English.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>Yes, substantially</b>	Job offers for research positions are always published on our home website, as well as on the EURAXESS website in English. Candidates apply via e-mail, which makes it easier for foreign candidates to submit recruitment documents. At the stage of recruitment, candidates are not required to submit original documents. It is also possible to conduct interviews e.g. via Skype. The recruitment process is conducted in English.
8. Is our current OTM-R policy in line with policies to attract under-represented groups?	x	x	x	<b>Yes, substantially</b>	The Institute does not discriminate against under-represented groups. Job offers do not include any provisions that would exclude candidates from under-represented groups.
9. Is our current OTM-R internal policy in line with	x	x	x	<b>Yes, substantially</b>	The OTM-R policy complies with internal regulations applicable

<p>policies to provide attractive working conditions for researchers?</p>					<p>at the Institute. The payroll system is currently being improved.</p>
<p>10. Do we have means to monitor whether the most suitable researchers apply?</p>				<p><b>Yes, substantially</b></p>	<p>For each recruitment process, the competition Committee performs subject matter evaluation of the applicants and recommends the best candidate. An evaluation chart, divided into 5 thematic blocks facilitating score-based assessment of the candidate's research achievements and qualifications, is used as a supporting tool</p> <p><a href="http://pan.olsztyn.pl/institute/available-position/">http://pan.olsztyn.pl/institute/available-position/</a></p>
<p><b>Advertising and application stage</b></p>					
<p>11. Do we have clear guidelines or templates (e.g. EURAXESS) for posting vacancies?</p>	<p>x</p>	<p>x</p>		<p><b>Yes, completely</b></p>	<p>A model job offer, attached as Appendix to the Rules Governing Competitions for Research Positions at IAR&amp;FR PAS, has been prepared.</p>
<p>12. Do we include in job offers references/links to the all elements specified in the proper part of the tool box?</p>	<p>x</p>	<p>x</p>		<p><b>Yes, substantially</b></p>	<p>Job offers include the following information: information about the name of the position, specifications and expected date of starting work, information on the recruitment unit, with a link to the website of the Institute, information on the research work in which the candidate would have to participate, information on working conditions and perspectives for professional development, qualification requirements for the candidate, information about the number of available position, application documents required from the candidate, information about application dates, method and place, information about the date when the competition results will be announced. The job offer will specify selection criteria, taking into account their weight.</p>
<p>13. Do we make full use of EURAXESS to ensure that our research vacancies reach a wider audience?</p>	<p>x</p>	<p>x</p>		<p><b>Yes, substantially</b></p>	<p>Yes. However, job advertisements on the EURAXESS website must be supplemented with links to the Institute website, with detailed information about the recruitment and selection criteria. Currently, the work on adding to the Institute website all information necessary for the candidates applying for a research position at the Institute is in progress.</p>
<p>14. Do we use other tools for posting vacancies?</p>	<p>x</p>	<p>x</p>		<p><b>Yes, completely</b></p>	<p>Apart from the EURAXESS portal, job offers concerning research positions are published on the website of the Institute, in the Career and Mobility support tab, and on the website of the Ministry of Science and Higher Education</p> <p><a href="http://pan.olsztyn.pl/institute/available-position/">http://pan.olsztyn.pl/institute/available-position/</a></p>
<p>15. Do we keep a candidate's administrative burden at the minimum level?</p>	<p>x</p>			<p><b>Yes, substantially</b></p>	<p>Candidates apply for the research positions via e-mail. At the recruitment stage, the recruitment Committee allows submission of copies of the documents. Currently, work is in progress for</p>

					adding to the provisions in the Rules Governing Competitions for Research Position at the IAR&FR PAS the possibility to complete the application with the documents not provided by the candidate within 7 days.
<b>Selection and evaluation stage</b>					
16. Do we have clear rules for appointing selection committees?		x	x	<b>Yes, completely</b>	According to the Rules Governing Competitions for Research Positions at the IAR&FR PAS, the recruitment procedure is carried out by a Selection Committee appointed each time by the order issued by the Director of the Institute.
17. Do we have clear rules for appointing selection committees?		x	x	<b>Yes, completely</b>	The composition of the Selection Committee is specified by the Rules Governing Competitions for Research Positions at IRZiBŽ PAN. The Committee is composed of six to eight people: <ul style="list-style-type: none"> <li>• the Deputy Director for Research,</li> <li>• the President of the Institute Research Council Committee for Science, Personnel Development and Evaluation of Research Staff,</li> <li>• the Head of the organizational unit applying for establishing the position,</li> <li>• at least one person with the title of professor employed at the Institute, a specialist in the research field or related, in which the position is to be established,</li> <li>• at least one person with the research title of the professor not employed at the Institute, a specialist in the research or related field, in which the position is to be established,</li> <li>• an external expert out of the research sector.</li> </ul>
18. Are the committees sufficiently gender-balanced?		x	x	<b>Yes, substantially</b>	According to the Rules Governing Competitions for Research Positions at the IAR&FR PAS, the composition of selection committees should be gender-balanced. Gender imbalance occurs when a narrow research scope requires appointment of experts to the committee disregarding the gender criterion.
19. Do we have clear guidelines for selection committees to help to evaluate “merits” in a way leading to the selection of the best candidate?			x	<b>Yes, completely</b>	The Selection Committee uses an evaluation chart form. The evaluation chart is divided into 5 thematic blocks, facilitating the score-based assessment of the candidate’s research achievements and qualifications.
<b>Appointment stage</b>					
20. Do we inform all applicants at the end of the		x		<b>Yes, completely</b>	Results of competitions are published on the Institute website.

selection process?					
21. Do we provide proper feedback to all candidates?		x		<b>Yes, substantially</b>	Candidates applying for the position receive information about the strengths and weaknesses of their applications via e-mail.
22. Do we have an appropriate complaint mechanism in place?		x		<b>No</b>	The work on preparing and implementing appeal procedures is in progress.
<b>Overall assessment</b>					
23. Do we have a system in place to verify whether OTMR achieves its objectives?				<b>Yes, substantially</b>	A HR representative supervises implementation of the OTM-R policy. The OTM-R process is being constantly improved.