



OTM-R Checklist

Case number: **2022ES865532**
 Name Organization under review: **CENTRO NACIONAL DE INVESTIGACION SOBRE LA EVOLUCION HUMANA, CENIEH**
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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 by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- 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	Merit-Based	Answer: ++ <i>Yes completely</i> / +- <i>Yes substantially</i> / -+ <i>Yes partially</i> / -- <i>No</i>	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	No	CENIEH has not yet a written policy. We are working on it. It will be created a guide with the different stages of the recruitment and hiring process at CENIEH, in both languages.

2. Do we have an internal guidesetting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	As a public institution, we have open, transparent and merit-based procedures but not an internal guide to be followed for everyone involved in the process. Our internal procedure will be adapted to OTM-R principles.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	X	Yes, partially	Human Resources Staff members participating and organizing recruitment processes are trained on a periodic basis. HR always takes part of the Selection Committee to support and monitor all the recruitment processes at CENIEH. We will organize some training courses directed at everyone involved in recruitment processes, focusing in OTM-R policy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, substantially	There is an e-recruitment tool, accessible through our WEBSITE that we use for advertising all our job offers and for all our recruitment processes. https://www.cenieh.es/en/about-cenieh/vacancies Candidates can find open positions, may submit their applications, upload the required documentation and be updated of the state and results of each process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	CENIEH has implemented the ISO9001, what implies a general internal control system. Quality and Preventive Health Policy CENIEH We need to design and implement a specific assessment system that enable us to control the quality of all our recruitment processes.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	All job vacancies are advertised in English and Spanish on our webpage and also on national and international job portals as RedIris, Euraxess The percentage of external applicants from outside the CENIEH per selection process is more than the 90% in most of them.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	All job vacancies are advertised in English on our webpage and on national and international job portals as RedIris, Euraxess and others. We have 8 different nationalities (near 15% of our staff are from abroad) in our staff as we are open to recruit from abroad all over the world. For Researcher position about 60% are applicants from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	CENIEH is an equal opportunity employer. At 31 st December, 2022, it staff was distributed: 57% female and 43% male In 2022 we approved the 1 st Gender Equality Plan including diverse actions to guarantee the gender balance. About 50%-60% of the applicants are woman. FirstEqualityPlan.pdf (cenieh.es) Our Job Position descriptions are checked to ensure a more inclusive language.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	The percentage of external applicants from outside the CENIEH per selection process is more than the 90% in most of them. Access to conciliation measures such as flexible timetable, teleworking and other measures to allow balancing work and family life.

					There is a low rate of voluntary resignation at CENIEH.
10. Do we have means to monitor whether the most suitable researchers apply?	x			Yes, substantially	We make a great effort disseminating on different job platforms to ensure the most number and most suitable candidates know and apply to our calls. The selected candidates, once hired, have the trial period to pass and after that, an internal evaluation procedure on a yearly basis, so we keep on evaluation their suitability during their contract.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, substantially	We always use the same templates. HR Manager supervise and monitories all job offers and the process.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? <i>(See Chapter 4.4.1 a)</i>	x	x		Yes, substantially	We include all except references to: - Professional development opportunities - career development prospects.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	All research positions are posted on EURAXESS (6 adverts in the first half of 2023) The percentage of external applicants from outside the CENIEH per selection process is more than the 90% in most of them.
14. Do we make use of other job advertising tools?	x	x		Yes, substantially	We make a great effort disseminating on different job platforms to ensure the most number and most suitable candidates know and apply to our calls. All job vacancies are advertised on our webpage, social media, on national and international job portals as RedIris, Euraxess and others.
15. Do we keep the administrative burden	x			Yes, substantially	Candidates complete the application

to a minimum for the candidate? (See Chapter 4.4.1 b)					through our e-recruitment tool where they submit their applications, uploading all the required documentation. It is very simple and user friendly.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? (See Chapter 4.4.2 a)		x	x	Yes, substantially	Statistic on the composition of panels: at least 3 members per Committee in each recruitment process. We also respect gender balance in the composition. In case female are underrepresented, we always justify the reason in the appointment. All appointments are submitted in our website to be public, in each recruitment process. Sometime there is external experts in the committee that can be national or international. What it is missing is the inclusion of experts from different sectors (public, private, et.)
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, substantially	In our Collective Agreement, art. 14, states some rules concerning the composition of selection committees.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, substantially	We ensure that the selection committee is gender balanced equitable. In case, it is not, we always justify the reason in the appointment.
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	Yes, partially	There are no written guidelines except for those included in the call.
Appointment phase					
20. Do we inform all applicants at the end of the selection process	x			Yes, partially	Applicants can follow up the process through our website. However, only the applicants admitted to the interview are informed about the result at the end of the selection process.

21. Do we provide adequate feedback to interviewees?	x			Yes, partially	We inform all interviewees of the result of selection process but we do not provide information about their strengths and weaknesses.
22. Do we have an appropriate complaints mechanism in place?	x			Yes, substantially	As a public institution there is a public and transparent mechanism for handling complains that it is described in the call and in every documented related to the process. In practice, there are few complaints that usually are solved inside the CENIEH.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, partially	CENIEH has implemented the ISO9001, what implies a general internal control system but we need to design and implement a specific assessment system in the recruitment guidelines that enable us to control the quality of all our recruitment processes.