| OTM-R checklist for Uppsala University | **Open** | **Transparent** | **Meritbased** | **Answer:** | **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 | https://regler.uu.se/digitalAssets/92/c\_92570-l\_1-k\_appointment-regulations-for-uppsala-university.pdf https://regler.uu.se/digitalAssets/92/c\_92570-l\_3-k\_anstallningsordning-reviderad-180221.pdf |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | ++ Yes completely | Internal website; Recruit and employ, from A to Ö; https://mp.uu.se/web/info/stod/kompetens-rekrytering |
| Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | +/- Yes substantially | Introductions, transfer of knowledge, strict processes in accordance to law, etc |
| Do we make (sufficient) use of e-recruitment tools? | x | x |  | ++ Yes completely | Web-based tool for (all) the stages in the recruitment process. Vacancies at Uppsala University; https://www.uu.se/en/about-uu/join-us/jobs/ |
| Do we have a quality control system for OTM-R in place? | x | x | x | ++ Yes completely | Internal Audit, National Audit |
| Does our current OTM-R policy encourage external candidates to apply? | x | x | x | ++ Yes completely | Trend in the share of applicants from outside the organisation |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | ++ Yes completely | Trend in the share of applicants from abroad. See also Uppsala University’s diversity report; https://www.uu.se/digitalAssets/272/c\_272804-l\_1-k\_diversity-report-2016.pdf |
| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ++ Yes completely | Trend in the share of applicants among underrepresented groups. See also Uppsala University’s diversity report; https://www.uu.se/digitalAssets/272/c\_272804-l\_1-k\_diversity-report-2016.pdf |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ++ Yes completely | Trend in the share of applicants from outside the organisation |
| Do we have means to monitor whether the most suitable researchers apply? |  |  |  | ++ Yes completely | Faculty Boards Expert advisers Recruitment groups |
| Advertising and application phase |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x |  | ++ Yes completely | Vacancies at Uppsala University; https://www.uu.se/en/about-uu/join-us/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 completely | Information from adverts |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x |  | ++ Yes completely | The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad |
| Do we make use of other job advertising tools? | x | x |  | ++ Yes completely | Statistics on published adverts |
| Do we keep the administrative burden to a minimum for the candidate? | x |  |  | ++ Yes completely | General use of career portfolios. Information from adverts. |
| Selection and evaluation phase |
| Do we have clear rules governing the appointment of selection committees? |  | x | x | ++ Yes completely | Statistics on the composition of panels. Arbetsordning för Uppsala universitet (UFV 2015/1342); https://regler.uu.se/digitalAssets/88/c\_88975-l\_1-k\_arbetsordning-uppsala-universitet-fran-2020-01-01-en.pdf |
| Do we have clear rules concerning the composition of selection committees? |  | x | x | ++ Yes completely | Written guidelines. |
| Are the committees sufficiently gender-balanced? |  | x | x | ++ Yes completely | Statistics on the composition of panels. |
| 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 | Written guidelines. |
| Appointment phase |
| Do we inform all applicants at the end of the selection process? |  | x |  | ++ Yes completely | Email. |
| Do we provide adequate feedback to interviewees? |  | x |  | ++ Yes completely | Email, decision protocols. |
| Do we have an appropriate complaints mechanism in place? |  | x |  | ++ Yes completely | Statistics on complaints. |
| Overall assessment |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | ++ Yes completely | Internal Audit, National Audit. |

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.

Formulärets överkant

Formulärets nederkant