

OTM-R System	Yes/partially/no	Suggested indicators
<p>Have we published a version of our OTM-R policy in English?</p>	<p>Partially</p> <p>The UAB-HRS4R website (http://www.uab.cat/en/euraxess) is available to UAB community. This website gathers information about OTM-R, Charter and Code, and all kind of information related to the career development for researchers.</p> <p>A working group has been organized to review the current UAB recruitment system and to design the new OTM-R policy applicable to all kind of job vacancies offer in UAB.</p> <p>The working group is constituted by:</p> <ul style="list-style-type: none"> • Strategic Projects Unit • HHRR office • Organization and Planning Area 	<p>An updated version of the OTM-R policy will be available in Spanish and English at: http://www.uab.cat/en/euraxess</p>
<p>Do we have clear OTM-R procedures for all types of positions</p>	<p>Partially</p> <p>There are clear procedures only for permanent researchers. For temporary researchers there is a handbook with the procedures to be followed.</p> <p>However, there is a need to increase the awareness and ensure that recruitment and selection practices are carried out according to OTM-R procedures. The working group is working in a common OTM-R policy to all kind of UAB' job vacancies</p>	<p>OTM-R procedures for the main types of positions at UAB (R1 &R2) will be available in Spanish and English at: http://www.uab.cat/en/euraxess.</p>

<p>Is people involved trained?</p>	<p>Partially</p> <p>Specific informative sessions have been conducted in 2016 about Euraxess and OTM-R procedures with key actors. Several focus groups in OTM-R procedures will be conducted during 2017., with the aim to train in OTM-R procedures different staff involved in the recruitment procedures.</p> <ul style="list-style-type: none"> • Researchers (R4-R3) • Financial and project managers • HHRR staff 	<p>The training programmes for OTM-R will be available online at http://www.uab.cat/en/euraxess</p> <p>- Report containing the number of staff following training in OTM-R and their profile</p>
<p>Do we make use of e-recruitment tools?</p>	<p>Partially</p> <p>There is a pilot experience thanks a COFUND project (P-SPHERE project, http://www.uab.cat/psphere/) developing a e-recruitment and e-selection tool. However, an institutional platform (Nexus) is being adapted to that end.</p>	<p>It is expected that the Nexus platform (e-recruitment tool) fully operates with all UAB' vacancies by the end of 2017</p> <p>Nexus platform : number of applications</p>
<p>Do we have control of OTM_R policy in place?</p>	<p>No</p> <p>Once the OTM policy is running, the organization and planning unit will be in charge to monitor and control the OTM-R process in place.</p>	<p>Audits</p>

Does our current OTM-R policy in line with policies to attract researchers from abroad?	<p>Yes</p> <p>There has been a large increase in international advertisement of vacancies. It is planned to establish a mechanism for the automatic Euraxess advertisement of all UAB's job vacancies (2017)</p>	Job vacancies advertised at Euraxess portal
Does our current OTM-R policy in line with policies to attract underrepresented groups?	No	
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	Yes	
Do we have means to monitor whether the most suitable researchers apply?	No	

Advertising		
Do we have clear guidelines or templates for advertising positions?	Partially There are clear guidelines only for permanent vacancies established by national rules. Weakness templates for temporary staff.	The HHRR office is actually working on different templates and guidelines for the advertisement of different positions in Spanish and English. These guidelines will be available at http://www.uab.cat/en/euraxess
Do we include job advertising references to different sections?	Yes. Most of the sections suggested by OTM-R are included in the job advertisement	
Do we full use Euraxess?	Partially. There has been a large increase in last year (2016).The new OTM-R policy will included the full publication in Euraxess and the appropriated mechanisms to make this possible.	The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the institution/abroad
Do we use other advertising tools?	Yes, for very specific positions of some knowledge fields	

Do we keep administrative burden to a minimum for the candidate?	Partially The new e-recruitment & selection tools will facilitate this point	
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Selection and evaluation phase		
Do we have clear rules governing the appointment of selection committees?	No. The new OTM-R policy will include detailed rules for the appointment of selection committees.	
Do we have clear rules concerning the composition of selection committees?	No.	
Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?	No	
Are the committees gender balanced?	Partially	

	There is an internal rule to promote gender balanced committees.	
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Appointment phase		
Do we inform all applicants at the end of the selection phase?	Partially In some cases, but it is not general.	Results of each call will be public at Nexus platform (2017)
Do we provide adequate feedback to interviewees?	No. The new OTM-R policy will include an individual report with the evaluated criteria and final score. The individual report will be sent to each candidate	
Do we have an appropriate complaints mechanism?	Partially The new OTM-R policy will include a complaints mechanism.	Statistics on complains (March 2018)