

## HR Excellence in Research

# OTM-R Checklist

## OTM-R Checklist

**Case number**

2024RO204268

**Name Organisation under review**

Institutul National de cercetare dezvoltare pentru metale neferoase si rare

**Organisation's contact details**

B-dul Biruintei, Pantelimon, Romania

**Date endorsement charter and code**

15/03/2024

## 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 HR Excellence in Research 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	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	<a href="https://imnr.ro/wp/hr-excellence/">https://imnr.ro/wp/hr-excellence/</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Status: Internal procedures addressing OTM-R related issues are in place and all staff have access to them. Indicators: Share of staff with access to revised Methodology for research personnel recruitment and hiring;

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Status: HR is trained in the field of staff recruitment and selection. As training is a continuous necessity within OTM-R area, specific trainings will be included within annual training program. Indicators: Number of training courses for OTM-R; Number of staff following training in OTM-R; Number of training courses on competences; evaluation for selection commissions members; Number of staff following trainings on competences evaluation.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Status: Recruitment, selection & promotion announcements are published on institute's website <a href="http://www.imnr.ro">www.imnr.ro</a> , headquarters, national newspaper, job platforms, Facebook: National R&D Institute for Non-Ferrous and Rare Metals - IMNR   Pantelimon   Facebook, LinkedIn: <a href="https://www.linkedin.com/in/imnr-undefined-0a6b2128b/">https://www.linkedin.com/in/imnr-undefined-0a6b2128b/</a> , on the site of the Ministry of Research <a href="https://jobs.mcid.gov.ro">https://jobs.mcid.gov.ro</a> , on Euraxess: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> , job fairs, universities web platforms, universities notice board. Indicators: all the above used for recruitment when a job vacancy is advertised
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Status: Institutional quality control is in place and covers all fields of activity. Special provisions are included after OTM-R policy will be elaborated and published. Indicators: - Quality control system outlined within OTM-R policy.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Status: one of OTM-R policy its strategic objectives is to enhance IMNR potential to attract external candidates. Indicators: Trend in the share of applicants from outside the institute
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Status: Current recruitment and selection procedures do not discriminate international candidates, but the process is a little bit more difficult for such applicants due to issues like recognition of degrees, bureaucratic procedures. The national legislation gives priority to hiring EU citizens, thus, citizens from non-EU countries are less likely to be hired. Indicators: Documents regarding contractual and legal obligations translated to English and published on institute's website and on all the other media tools, including <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> ; Documents regarding personnel recruitment/selection translated to English and published on institute's website; Trend in the share of applicants from abroad; periodically revised HR policy available on institute's website (both in Romanian and English); Selected tools for attracting foreign researchers;

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Status: current recruitment, selection, promotion procedures do not discriminate between various underrepresented groups (females, ethnic minorities, disabled persons). Females are more present in the managerial positions. Our headquarters has facilities for access of disabled persons. Indicators: - Share of women applicants; - Share of applicants from ethnic minorities; - Trend in the share of applicants among underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Status: IMNR is committed to assure safe and optimum working conditions for its employees. All newly selected candidates benefit of identical working conditions with the rest of IMNR staff as concern the access to the research infrastructure, salaries, social insurances, according to the national regulation. Indicators: - Trend in the share of applicants from outside the Institute

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?			+/- Yes substantially	<p>Status: IMNR internal procedures promote merit based and transparent recruitment and selection of candidates. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. National legislation and institutional procedures and practices guarantee that the most suitable researchers are merit-based selected, according to specific criteria established for each position. Therefore the best application will win the position, but is difficult to assess if top candidates choose to apply. Indicators: - Document the list of candidates that applied to advertised positions, their compliance to selection criteria; Evaluation of job advertisement, in order to ensure that they are clear, concise and outline the specific requirements and benefits of the advertised position; Number of locations where job vacancies are advertised.</p>
Advertising and application phase				

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Recruitment, selection & promotion announcements are published using a template containing the minimum legal requirements <a href="https://imnr.ro/wp/anunturi/concurs-in-15-05-2024-pentru-ocuparea-unor-posturi-in-cercetare-si-administratie/">https://imnr.ro/wp/anunturi/concurs-in-15-05-2024-pentru-ocuparea-unor-posturi-in-cercetare-si-administratie/</a> For vacant positions available within research projects, announcements are published in respect to specific guidelines of the project, including <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> .
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	Status: Job vacancy announcements are providing the information related to the requirements needed to be fulfilled by the candidate. There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel. All information and documents are listed on the recruitment webpage section, national legislation, institutional procedures, number/description of open positions, selection commissions, contest calendar, results, and other information. Indicators: - OTM-R strategy/policy available both in Romanian and English; - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	Status: all job vacancies will be advertised on <a href="https://euraxess.ec.europa.eu">https://euraxess.ec.europa.eu</a> . Indicators: - Share of job adverts posted on EURAXESS; - Documents regarding contractual and legal obligations translated to English and published on institute's website and <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> ; - Documents regarding personnel recruitment/selection translated to English and published on institute's website and <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> ; -Trend in the share of applicants recruited from outside the institute; - Trend in the share of applicants from abroad.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Status: Recruitment, selection & promotion announcements are published on institute's website <a href="http://www.imnr.ro">www.imnr.ro</a> , headquarters, national newspaper, job platforms, Facebook: National R&D Institute for Non-Ferrous and Rare Metals - IMNR   Pantelimon   Facebook, LinkedIn: <a href="https://www.linkedin.com/in/imnr-undefined-0a6b2128b/">https://www.linkedin.com/in/imnr-undefined-0a6b2128b/</a> , on the site of the Ministry of Research <a href="https://jobs.mcid.gov.ro">https://jobs.mcid.gov.ro</a> , on Euraxess: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> , job fairs, universities web platforms, universities notice board. Indicators: all the above used for recruitment when a job vacancy is advertised



	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Status: Bureaucracy is kept to the minimum required as long as the legal framework requirements are met. However, some of the national administrative rules are too bureaucratic. Specific internal procedures attempt to decrease administrative burden to a minimum. Indicators: - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff); - Revision of administrative tasks of human resources compartment in line with OTM-R mandatory requirements (date of latest update; ensure that it is sent to all staff).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Status: Appointment of selection commissions is done based on existing internal procedures and national legislation. IMNR has clear and transparent rules for appointment the members of selection committees, based on their expertise in the field of the open position; Joint interests or kinship relations between candidates and members of the committee are not accepted. Indicators: - Statistics on the composition of commissions.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Status: Composition of selection commissions is done based on existing internal procedures and national legislation. IMNR has clear and transparent rules on selection committees' composition, according to national rules: 5 members per committee from which, 3 members outside the institution; international members are welcome; members are experts in the field of the position. Indicators: - Statistics on the composition of commissions; - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff).
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Status: Composition of selection commissions is done based on existing internal procedures and national legislation. Within the selection commission an adequate gender balance is assured. IMNR traditionally applied non-discriminatory, merit-based procedures in all its activities, including the selection of recruitment committee's members. Since 2021, a Gender Equality Strategy and a Gender Equality Plan 2021-2025 were established. Indicators: - Statistics on the composition of commissions; - OTM-R policy includes statement on the need for gender balanced commissions.

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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		Status: Appointment of selection commissions is done based on scientific merit and professional recognition. An internal, clear set of (mostly scientific) criteria is established for every position. Based on these criteria and on the relevance of the arguments put forward by the candidates, the selection committees judge the 'merit' in a way that leads to the best candidate being selected. Indicators: - Share of staff with access to revised Internal Regulation and Methodology for research personnel recruitment (date of last update, ensure that is sent to all staff); - Number of training courses on competences evaluation for selection commissions members; - Number of staff following trainings on competences evaluation.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x	++ Yes completely		Status: All applicants are announced at the end of the selection process, regardless of outcome. The selection results are public and are published on the website, posted at the headquarters and sent via e-mail. Indicators: number of selection results communicated

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?		X		++ Yes completely	Status: Before admitting the candidate to the next step of the selection process it is informed about the positive or negative aspects of the application. Indicators: Feedback given to candidates on the strengths and weaknesses of their application;
Do we have an appropriate complaints mechanism in place?		X		++ Yes completely	Status: There are clear internal procedures and regulations related to complaints. Each open position within a recruitment contest has an advertised calendar, that provides for a maximum of 72 hours for complaints. Each complaint is recorded and judged by a complaints' commission. Candidates must receive a response within 48 hours. Indicators: - Statistics on complaints.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	Status: Just like any other management system, OTM-R has its own objectives and indicators. Most of them are mentioned above. Periodically, IMNR has an internal audit in order to achieve its objectives.