

OTM-R checklist for institutions

	O P E N	T R A N S P A R E N T	M E R I T - B A S E D	Answer: Yes, completely/ Yes, substantially/ Yes, partially/ No	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	Yes, completely	https://upwr.edu.pl/badania/europejska-karta-naukowca/polityka-otm-r https://upwr.edu.pl/en/research/european-charter-for-researchers/open-transparent-and-merit-based-recruitment-system
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	Rector's order 71/2021 https://bip.upwr.edu.pl/akty-prawne/zarzadzenia/zarzadzenia-rektora/2021-rok/zarzadzenie-nr-712021-rektora-universytetu-przyrodniczego-we-wroclawiu-z-dnia-26-marca-2021-roku-73.html
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, substantially	Each time before a committee meeting, a short training for the committee members is conducted
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, substantially	Google Drive, dedicated e-mail boxes: cv@upwr.edu.pl, hr@upwr.edu.pl, applications collected via the Internet; UPWr is at the stage of implementing an online HR software
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, substantially	The Team for Career Progression supervises and monitors the implementation of the OTM-R policy by checking the correctness of the content of recruitment advertisements published on the EURAXESS website and monitoring selected advertisements published on the University's website and participating in selected recruitment processes. The HR Department monitors the implementation of the OTM-R policy by filling in the Information - indicators of the quantity and quality of applications

					after each completed competition process, as well as performs compilation and analysis of applications.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, substantially	Increase in the number of employed scientists from abroad
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, substantially	Job offers announcements on the Euraxess website are mandatory
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	The OTMR and GEP policies aim to attract underrepresented groups https://bip.upwr.edu.pl/aktyn-prawne/zarzadzenia/zarzadzenia-rektora/2022-rok/zarzadzenie-nr-22022-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-4-stycznia-2022-roku-2.html https://upwr.edu.pl/en/research/european-charter-for-researchers/gender-equality-plan
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	The working conditions are in accordance with Polish labor law and the principles of the European Charter for Researchers, with full social insurance and modern technologies to perform high-quality research. UPWr provides appropriate working conditions (work life balance, employment stability, development)
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, completely	The HR Department monitors the implementation of the OTM-R policy by collection of information - indicators of the quantity and quality of applications after each completed competition process, as well as performs compilation and analysis of applications.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	Rector's order 71/2021 https://bip.upwr.edu.pl/aktyn-prawne/zarzadzenia/zarzadzenia-rektora/2021-rok/zarzadzenie-nr-712021-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-26-marca-2021-roku-73.html

12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes, completely	Rector's order 71/2021 https://bip.upwr.edu.pl/aktyn-prawne/zarzadzenia/zaradzenia-rektora/2021-rok/zarzadzenie-nr-712021-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-26-marca-2021-roku-73.html
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	Job offers are always announced on the Euraxess website
14. Do we make use of other job advertising tools?	x	x		Yes, substantially	UPWr's Public Information Bulletin https://bip.upwr.edu.pl/ogloszenia/praca-na-upwr/konkursy-na-stanowiska-nauczycieli-akademickich Governmental database https://bazaogloszen.nauka.gov.pl/
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, completely	Rector's order 71/2021 https://bip.upwr.edu.pl/aktyn-prawne/zarzadzenia/zaradzenia-rektora/2021-rok/zarzadzenie-nr-712021-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-26-marca-2021-roku-73.html
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, completely	Rector's order 71/2021 https://bip.upwr.edu.pl/aktyn-prawne/zarzadzenia/zaradzenia-rektora/2021-rok/zarzadzenie-nr-712021-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-26-marca-2021-roku-73.html
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	§ 75 of the UPWr Statute https://bip.upwr.edu.pl/aktyn-prawne/komunikaty--obwieszczenia--pisma-okolne/obwieszczenia-rektora/2022-rok/obwieszczenie-nr-72022-rektora-uniwersytetu-przyrodniczego-we-wroclawiu-z-dnia-11-maja-2022-roku-8.html
18. Are the committees sufficiently gender-balanced?		x	x	Yes, substantially	§ 1 point 6 of the UPWr Statute https://bip.upwr.edu.pl/aktyn-prawne/komunikaty--obwieszczenia--pisma

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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, completely	Written guidelines § 75 of the UPWr Statute https://bip.upwr.edu.pl/aktym-prawne/komunikaty-obwieszczenia-pisma-okolne/obwieszczenia-rektora/2022-rok/obwieszczenie-nr-72022-rektora-universytetu-przyrodniczego-we-wroclawiu-z-dnia-11-maja-2022-roku-8.html
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	The candidate receives feedback by e-mail, the results of the competition are published on the UPWr website
21. Do we provide adequate feedback to interviewees?		x		Yes, substantially	Candidates receive e-mail feedback, it is planned to create a satisfaction questionnaire for candidates
22. Do we have an appropriate complaints mechanism in place?		x		Yes, partially	It is possible to lodge a complaint with the Rector of UPWr
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, substantially	The Team for Career Progression supervises and monitors the implementation of the OTM-R policy by checking the correctness of the content of recruitment advertisements published on the EURAXESS website and monitoring selected advertisements published on the University's website and participating in selected recruitment processes. The HR Department monitors the implementation of the OTM-R policy by filling in the Information - indicators of the quantity and quality of applications after each completed competition process, as well as performs compilation and analysis of applications.