

OTM-R Checklist

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Name Organisation under review: Centre of Molecular and Macromolecular Studies Polish Academy of Sciences

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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, 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.

	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	x	x	x	-/+ Yes partially	The Centre of Molecular and Macromolecular Studies Polish Academy of Sciences is in the process of creating/publishing the OTM-R policy on our website. At present the CMMS-PAS follows the rules (vast majority comply with the OTM-R policy) based on: The Labour Code

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language and in English)?					http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU19740240141/U/D19740141Lj.pdf The Higher Education Act http://prawo.sejm.gov.pl/isap.nsf/download.xsp/WDU20051641365/U/D20051365Lj.pdf The Code of Good Practices in Higher Education Institutions - developed by the Polish Rectors` Foundation in 2007 The Code of Conduct for the Recruitment of Researchers (published) euraxess.ec.europa.eu/jobs/charter/code Resolution No 42/129//2017, Council of the CMMS-PAS regarding recruitment policy. The documents in question (OTM-R policy) will be available both in Polish and in English late 2019.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	In order to make the main assumptions of the OTM-R procedures available to our employees the "Code of good practices for organization of competitions for positions in the field of research at CMMS-PAS" will be modified and implemented late 2019 - with reference to Resolution No 42/129//2017, Council of the CMMS-PAS regarding recruitment policy.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	The members of the HRS4R Unit have been trained and continuous trainings will undergo.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	The CMMS-PAS publishes advertisements for research positions on the website and in Euraxess - we will make ads more attractive - as well as on the Public Information Bulletin (PIB) website of the relevant Ministry.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Yes, partially because our existing regulations include for most parts OTM-R procedures. However the formal quality control system will be created late 2019 in order to increase awareness of the rules required.
Does our current OTM-R policy	x	x	x	-/+ Yes	More action is needed in this respect, yet external candidates that apply through different channels available find the process and the policy stated encouraging.

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encourage external candidates to apply?				partially	Furthermore, if a candidate cannot appear in person for his/her interview, this part takes place through the modern communication devices, when both parties can see each other and communicate freely.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	For the most part, yes. Further steps will be taken to fully comply with OTM-R policy, and to make ads more appealing/informative in order to attract the best candidate for the job.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	In the course of creating the OTM-R policy, the CMMS-PAS will include appropriate recommendations regarding the policy of attracting under-represented groups, e.g. women. The general principles which are currently in force at the CMMS-PAS, support the gender equality policy.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	One can always do more, but considering our modest financial means, the CMMS-PAS provides researchers with advanced/cutting edge equipment, modern laboratories and on the other hand with low-rate accommodation fees on our campus or free of charge native-language courses.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	Yes partially, within the existing internal regulations. In the course of creating the OTM-R policy the CMMS-PAS will provide appropriate recommendations to set up more tangible tools to monitor the suitability of those who apply.
Advertising and application phase					
Do we have clear guidelines or	x	x		+/- Yes	The guidelines for advertising positions are described in the Resolution No 42/129//2017, Council of the CMMS-PAS regarding recruitment policy. In order to

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templates (e.g., EURAXESS) for advertising positions?				substantially	fully comply with the OTM-R policy our internal regulations in this respect will be revised late this year.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	In order to become more appealing worldwide the CMMS-PAS` advertisement form for recruitment will change its scope to whatever extent. At the same time we shall fully meet the requirements indicated in the OTM-R policy that is including links to all the elements foreseen in the relevant section of the toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	The CMMS-PAS uses the opportunities offered by the EURAXESS in order to reach and recruit researchers from Poland and from abroad. To make full use of the tool in hand the CMMS-PAS will revise the content of the adds posted, so to further appeal to the most valuable candidates.
Do we make use of other job advertising tools?	x	x		-- No	Due to the comprehensive procedures of existing advertising tools for recruitment, no additional ones are intended to take effect.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	At the CMMS-PAS there is a special unit - Support Unit for Researchers - dedicated to provide any assistance a candidate may need in applying for a research position. The administrative burden is kept to a minimum, yet the internal regulations will be revised towards the betterment of the support anticipated by the candidates.
Selection and evaluation phase					

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Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The clear rules governing the appointment of selection committees are described in relevant regulations and legal acts, e.g. Resolution No 16/2018, Council of the NCN, Resolution No 42/129//2017, Council of the CMMS-PAS regarding recruitment policy. Selection committees dedicated to a given recruitment process (e.g. for a task in a single project) are appointed on the basis of the Scientific Council resolution on the competition for scientific position.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	The rules concerning the composition of selection committees are described in the regulations/legal acts mentioned above.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	As previously stated, the general principles which are currently in force at the CMMS-PAS, fully support the gender equality policy. The selection committee dedicated to a given recruitment process is composed of both genders, if feasible. On seldom occurrence, the selection committees are gender imbalanced due to unavailability of female professors at the CMMS-PAS.
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 substantially	The guidelines for selection committees to choose the best candidate based on merit are regulated in the acts stated above. Those guidelines are fully implemented. Yet, no merit-based assessment is flawless due to being subjected to different evaluation of the various factors in the on-going process.
Appointment phase					
Do we inform all applicants at the end		x		-/+ Yes	The applicants receive relevant information, however there is still room for improvement, as to provide the ones who have not been qualified to the next stage

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of the selection process?				partially	with more detailed information (right now, on request). If an applicant does not fulfil the formal criteria, he/she is asked to submit the missing documents in due time.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	The process to provide adequate feedback for interviewees (their strong and weak points e.g. insufficient quantity/quality of the publication record) is not fully described in our internal regulations. The CMMS-PAS will introduce appropriate recommendations late this year because such feedback regulated in the OTM-R policy is vital for the candidates in view of their further development.
Do we have an appropriate complaints mechanism in place?		x		-- No	Sadly not yet, but in order to fully implement the OTM-R policy, the CMMS-PAS will introduce in the internal regulations appropriate recommendations for setting up the proper mechanism to file complaints against the recruitment process.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	The CMMS-PAS supervises the fulfilment of the OTM-R assumptions on an ad hoc basis. The system to assess whether OTM-R delivers on its objectives will be introduced in the coming cycle of HRS4R implementation.