OTM-R Checklist

Case number: 2019SE461907
Name Organisation under review: Örebro University
Organisation's contact details: Fakultetsgatan, Örebro, 70182
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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

- 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 language and in English)?	x	x	x	+/- Yes substantially	https://www.oru.se/english/working-at-orebro-university/the-human-resources-strategy-for-researchers-hrs4r/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Recruitment guides (updated regularly) for all types of positions are published on our intranet, Inforum.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Training for new members of the Academic Appointments Committee and new managers is developed and carried out continuously. A next step is to produce the material so that the participants can take part remotely and carry out training more adapted to their own time.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	ORU uses of Reach Mee,a web-based tool for almost all stages in the recruitment process

	Open	Transparent	Meritbased	Answer:	Suggested indicators measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	In all of ORU's recruitment processes, there are control points to ensure that we remain in line with legislation and our own guidelines and policies.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All candidates are encouraged to apply for positions. We have a large proportion of external candidates for most advertised positions. For research positions, many candidates are not resident in Sweden.By law it is forbidden to register nationality so ORU don´t have figures regarding employees from abroad.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	See above.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	There is an increasing trend in the proportion of applicants among underrepresented groups (frequently women). This is also a goal in our Action Plan for Gender Mainstreaming in Academia.ORU is also very open to candidates with other challenges. It can be noted here, for instance, that Örebro is the "Swedish capital"for those who are hard of hearing and a national centre for sign language.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	We are seeing an increasing trend in the proportion of applicants from outside our organisation. This is partly due to the attractive working conditions at ORU, and in Sweden as a whole
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Key indicators regarding recruitment are available and are reported mainly in the university's annual report (https://www.oru.se/globalassets /inforum-sv/centrala-dokument /styrdokument/verksamhetsplanering /arsredovisning_verksamhetsberattelser /arsredovisningar/arsredovisning-2019-orebro-universitet.pdf).There is ongoing work within HR to produce more key figures regarding recruitment, this work is followed up in HR's annual operation activity plan.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	We have clear, published guidelines for how positions are to be advertised.
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	Links are included in all advertisements, see here (https://www.oru.se/english /working-at-orebro-university/why-work-at-orebro-university/) and pages thereunder.

	Open	Transparent	Meritbased	Answer:	Suggested indicators measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	All international job advertisements are posted on EURAXESS.
Do we make use of other job advertising tools?	x	x		++ Yes completely	We use discipline-specific recruitment channels as well as ResearchGate (https://www.researchgate.net/), Eures (https://ec.europa.eu/eures/public /homepage), LinkedIn, Facebook and Academic Positions (https://academicpositions.com /employer/orebro-university). Individual personal contact networks are often used to circulate information on advertisements
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Candidates apply via a web-based recruitment system and all matters related to the application can be handled electronically (except non-electronic scientific publications such as books).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	ORU does not maintain statistics on the composition of panels but the composition and appointment of committees are regulated.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	See point 16.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	See point 16.
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	There are processes and formal decisions that are required regarding specification profiles prior to recruitment. There are also written and published guidelines for external experts.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Information is usually provided by email,or by telephone if necessary. Justifications of the choice of a candidate are listed in the selection committee's protocol.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Feedback is provided by email,or by telephone if necessary. By email or phone call. Justifications of the choice of a candidate are listed in the selection committee's protocol.

	Open	Transparent	Meritbased	Answer:	Suggested indicators measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	There is a specific complaints and appeal process. See point 34 in the Gap analysis.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	This is monitored regularly by ORU's Internal Audit Unit, which is responsible only to the University Board. See here (https://www.oru.se/english/about-us/organisation-and-governance/) and pages thereunder.