



## OTM-R at Örebro University

Örebro University (ORU) is working with Open Transparent and Merit based recruitment (OTM-R) as a part of our recruitment process. Through Swedish legislation and the university's own regulations and policies, ORU offers attractive working environment for researchers. ORU works continuously to ensure qualified recruitment and aims for openness and transparency in all recruitment processes.

### Advertising and application phase

#### A) Advertising the post

ORU has an employment regulation that ensures that all recruitment processes follow fixed principles and templates. All recruitments are based on the strategic competence fulfilment plan for the university operations in question. A recruitment profile, including requirements and assessment criteria, is drawn up and approved as specified in the regulation. All recruitments are published and advertised internally, externally and also internationally, unless there are any extenuating circumstances. The aim is to attract the best qualified candidates and to promote mobility.

ORU's job advertisements follow the recommendations stated in OTM-R Chapter 4.4.1a with the exception of salary; it is not standard in Sweden to state the salary level in job advertisements and ORU has a process of individual salary setting (however, salaries in the public sector are public information and can be obtained on request from the university). Nor does ORU state in its advertisements anything about professional development opportunities. Career development has been identified as a gap at ORU and actions to solve this are outlined in the reviewed action plan.

ORU has a description of our OTM-R process displayed on our website, including a FAQ to clarify the process further. ORU does not fulfil the recommendation to have a deadline of at least two months for applications. The deadline period for advertisements and the advertising channels used are adapted to the position being advertised. Consideration of extended deadlines during holiday periods is always made. The minimum deadline for ORU job advertisements is 2 weeks; for larger recruitments and in particular for strategic recruitments, the advertising period is usually one month. It needs to be looked at whether it is possible to have longer application periods; however, as a state-run institution, it is expected to follow common basic values to be quick and effective.

ORU uses an on-line recruitment system with a direct link for advertising on the EURAXESS website. There are detailed instructions given for job applications.

#### B) Keeping the administrative burden to a minimum

ORU is working continuously to simplify its administrative processes. The application process is facilitated using the on-line recruitment tool ReachMee and standardized application templates. In Sweden, there are rules for how government institutions should process incoming documents (e.g. job applications). The provision of additional materials to an application is also regulated by law. In addition, the university has a duty to guide and help applicants. For instance, ORU urges all applicants to check that all requested documents are attached to the application and the recruitment system permits additional material to be added up until the application deadline.

Documents that cannot be attached electronically may be provided at a later date. Instructions for the candidate is displayed on the webpage and is communicated in the process.

Only documents written in Swedish, English, Norwegian and Danish can be reviewed when applying for



a job at Örebro University. It is the applicant's responsibility to ensure that the authority understands what is stated in the documents submitted. This means that the applicant must translate their application documents into a language that the authority is expected to master. To get documents translated, candidates are advised to use the authorized translation services at Kammarkollegiet, in accordance with regulations drafted by the Swedish Agency for Government Employers.

### **C) Acknowledging receipt and providing additional information**

All applicants are kept up to date on the recruitment status through communication via the on-line recruitment tool. The minimum communication consists of the following:

1. Confirmation that the application has been received.
2. A “Thank you for your application” letter at the end of the application period with shorter information about the assessment process.
3. Information about any expert review with contact details and the deadline for their assignments.
4. Call for interview for selected candidates.
5. Information about who received the employment and the appeal process.

## **Evaluation and selection phase**

### **A) Setting up selection committees**

There are three faculty boards at ORU. They are responsible for quality assurance as well as for planning, supporting and following up the scientific and pedagogic operations. It is their task to plan, support and review the academic and pedagogic work at their respective schools. Each Faculty board is supported by The Academic Appointments Committee that prepares appointments of academic staff. Their role and constitution are described [here](#).

Instructions and rules at ORU take into account all points in OTM-R Chapter 4.4.2 a. In order to assess an applicant's competence and skills, ORU uses external experts in the appointment of teaching and research staff at levels R2-R4. The experts are independent experts in the field, especially chosen for the task, and preparing the basis for an employment decision for the Academic Appointments Committee. Their assessments provide the Faculty Boards with a sound basis for decision-making.

### **B) Screening and interviewing**

All applicants for a position are treated and assessed according to the principle of “merits and skills” according to published regulations.

The Academic Appointments Committee at ORU is used, where members are appointed specifically. In addition, in the recruitment of permanent teaching and research staff, a reference group is appointed at the ORU school in question. The reference group shall, as far as possible, remain the same throughout the whole recruitment process and is responsible for preparing an employment profile, advertisement, drafting expert reviews, conducting interviews, monitoring the trial lecture and contacting referees. The group provides The Academic Appointments Committee with a suggestion so that the committee can determine who should be employed. Travel costs for interviewees can be covered. At ORU there are good opportunities to conduct interviews digitally and remotely.



### **C) Assessing merit and future potential**

For the evaluation of merit, a state employer may apply the selection standards that it normally uses. The standards, however, must not in themselves be either directly or indirectly discriminatory, but must appear as explanatory and essentially rational. ORU's employment process and the respective employment profiles indicate the basis for the selection of applicants. In addition, as regards R1 and R2 positions, it is stated that "Special importance will be given to the applicant's ability to contribute to the future development of both research and education. Demonstrated ability and willingness for an academic career is also important".

## **Appointment phase**

### **A) Feedback**

Within the government sector, the employment procedure is specifically regulated, for instance regarding how to inform about vacancies and how employment decisions should be notified. Application documents are public documents and therefore other candidates, as well as the public, have the right to access the documents.

At ORU, the statutory requirement to locally publish all employment decisions is supplemented by informing all the candidates who applied for a position about the decision and how it can be appealed. ORU should provide all the candidates who have been interviewed with oral feedback (by phone) as to why they were not chosen for the position. Candidates can also request The Academic Appointments Committee decision protocol.

### **B) Complaints mechanism**

An applicant who has been rejected for a position has the right to appeal against the appointment decision. The appeal is heard by The Higher Education Appeals Board. If the appeal is approved, the appellant must be offered the appointment, instead of the person who was first chosen for the appointment.

However, admission to doctoral studies or appointment of doctoral studentships cannot be appealed.