Annex 1

OTM-R checklist for organizations					
	Open	Trans-parent	Merit-based	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	++	▪ The OTM-R policy is published on the website in English and in Spanish ▪ The OTM-R policy is published on the intranet in English and in Spanish ▪ (https://www.nanogune.eu/en/nanopeople/people/recruitment/hrs4r-human-resources-strategy-researchers
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	▪ Have the Recruitment and selection policy available on the intranet ▪ Date of latest updates ▪ Announcement to the staff
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-+	▪ There are not specific OTMR training programs in place apart from the Governance Model
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	▪ Web based tools for the different stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	▪ Governance Model available on the intranet
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	▪ Trend of the share of external candidates in the calls (No. of external candidates in recent years)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	▪ Trend in the share of applicants from abroad (No. of applicants from abroad in recent years)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	▪ Be part from "Emakumeak Zientzian" STEAM program ▪ Disposition of an equality Plan

					▪ Trend in the share of applicants among underrepresented groups (No. of female applicants in recent years)
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	**++**	▪ Training plan available for researchers ▪ Flexible working hours
10. Do we have means to monitor whether the most suitable researchers apply?				**++**	Our web based tool allowes for this
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		**++**	▪ Have the Recruitment and selection policy available on the intranet ▪ Date of latest updates ▪ Announcement to the staff
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		**++**	▪ The requirements are well described in the job advertisement and include the link to more detailed information
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		**++**	▪ Have job offers published on EURAXESS
14. Do we make use of other job advertising tools?	x	x		**++**	▪ Have job offers published on the website. ▪ No. of offers published at LinkedIn ▪ Use of social media to increase the visibility of job offers
15. Do we keep the administrative burden to a minimum for the candidate?	x			**++**	▪ Have the application form on the website current, ▪ Organic Law 3/2018, of December 5, on Personal Data Protection and guarantee of digital rights.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of Selection Committees?		x	x	**+/-**	▪ Have the Recruitment and selection policy available on the intranet
17. Do we have clear rules concerning the composition of Selection Committees?		x	x	**++**	▪ Governance Model available on the intranet
18. Are the Committees sufficiently gender-balanced?		x	x	**-/+**	▪ Gender equality in the in the Selection Committees (No. of women and men in the Selection Committees)

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	-/+	▪ Map of competences of the certified Innovation Management System (under UNE 166002: 2014) available on the intranet
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	▪ Communication to non-selected candidates as part of the recruitment and Selection process
21. Do we provide adequate feedback to interviewees?		x		++	▪ Communication of strengths and weaknesses if they require it as part of the recruitment and Selection process
22. Do we have an appropriate complaints mechanism in place?		x		++	▪ Whistle-blower channel available on the website ▪ Nº of complaints received
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	