![IPHES - Institut Català de Paleoecologia Humana i Evolució Social](logo)

September 2023

Lista de verificación OTM-R para organizaciones					
	Open	Transparent	Merit-based	**Answer:** **Yes c***ompletely/Yes* *substantially/* *Yes partially/No*	*Suggested indicators (or measurement method)
OTM-R system					
1. Have we published a version of our OTM policy online (in the national language and English)?	x	x	x	Yes completely	https://www.iphes.cat/otm-r
2. Do we have an internal guide setting out OTM-R procedures and practices for all typ positions?	x	x	x	Yes completely	The IPHES has a recruitment procedure approved in 2019 that explains the selection and hiring process for all types of positions. http://www.iphes.cat/sites/default/files//arxius/pdf/hrs4r_recruitment_procedure_researchers_en.pdf
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	All members of the Committee have watched the video 'Recruitment Bias in Research Institutes' produced by the CERCA Institution before starting interviews to prevent gender bias in hiring.

					http://universitatsirecerca.gencat.cat/ca/detalls/noticia/Nou-video-de-la-Institucio-CERCA-per-evitar-els-prejudicis-en-la-seleISCo-de-persones-als-centres The action plan of the Equality Plan 2024-2026 includes a measure: "Prepare an equality training manual for selection aimed at people who participate in the selection, recruitment, and promotion processes, to guarantee the objectivity of the process."
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes substantially	Every job opening announcement is posted on the IPHES website, where all current and past vacancies can be found. http://www.iphes.cat/jobs-grants Additionally, the vacancies are published on the EURAXESS portal and are announced through email communications. IPHES also utilizes its social networks (Twitter, Facebook).
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	The Board periodically oversees the management of the entire institution, including the Human Resources Hiring Policy. The institution is evaluated by the CERCA Institution, encompassing HR aspects. Projects with more personnel recruitment (e.g., MSCA COFUND) undergo external audits and have budgets for internal audits, which include labor-related aspects.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	All job postings for researchers are announced publicly. The majority of vacancies are filled by individuals external to the organization. The methodology used for drafting job offers is Inbound Recruiting.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes substantially	Since 2017, 100% of vacancies for research personnel are posted on EURAXESS and are accessible to any potential candidate worldwide. Research personnel are supported from the very beginning in all immigration procedures to legalize their stay in the country, enabling them to be hired. (40% of the hired personnel are from outside Spain).
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	IPHES is committed to equal opportunities. In 2021, we created a second gender equality plan that includes several actions to increase the number of women in science. All our job descriptions are verified to ensure a more inclusive use of language, and we have an approved guide for using inclusive language. IPHES complies with the Spanish General Law on Disability, which requires having 2% of disabled personnel in the workforce. Since 2017, 100% of research personnel vacancies have been posted on EURAXESS (40% of the hired personnel are women).

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	Access to reconciliation measures such as flexible hours and other measures that allow balancing work and family life, reducing the effective working hours to 37.5 hours.
10. Do we have means to monitor whether most suitable researchers apply?				*No*	
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	Following the instructions for the implementation of EURAXESS job offers, IPHES uses a template to prepare job advertisements for research vacancies. It is available upon request.
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 substantially	The job postings include links that redirect to the HRS4R section of the IPHES website. For projects that have their own website section, links to the forms and regulations of their selection process are included.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	The institute publishes all research vacancies on the EURAXESS Network.
14. Do we make use of other job advertising tools?	x	x		Yes substantially	IPHES also uses its social networks (Twitter, Facebook, Linkedin, Instagram) and directed emails to announce vacancies within the academic network outside of IPHES.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes completely	At the time of the application, the CV and cover letter of the applicant are requested. If a personal research project is part of the selection and depends on the job offer. Once the final candidate is hired, personal data is requested to process the hiring. Foreign

				candidates receive support in completing immigration procedures.
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	The recruitment procedure and the OTM-R policy include these regulations.
17. Do we have clear rules concerning the composition of selection committees?	x	x	Yes completely	The recruitment procedure and the OTM-R policy include these regulations.
18. Are the committees sufficiently gender-balanced?	x	x	Yes completely	All selection committees are composed of both women and men, with half of the positions held by women and the other half by men whenever possible to maintain gender balance.
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	All job offers have clear evaluation criteria, including the weight given to the total score for each phase. All individuals who are part of the selection and evaluation committee sign a declaration specifying that there is no conflict of interest with the candidates being considered.
Appointment phase				
20. Do we inform all applicants at the end of the selection process?	x		Yes completely	At the end of the process, all candidates, whether approved or not, are informed of the outcome of their application via email.
21. Do we provide adequate feedback to interviewees?	x		Yes completely	In the selection processes for research personnel, the results of the evaluations in each phase are sent to all presented candidates.

					In accordance with the "Transparency" principle of the Code of Conduct for the Recruitment of Researchers, all applicants (accepted and not accepted) will receive written or electronic notification at every stage of the selection.
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	IPHES-CERCA establishes a procedure to deal with complaints made by applicants with the belief that they have been treated negligently, unfairly or incorrectly. Appeals may be submitted by non-selected applicants within 7 days of receiving notification of the decision. Appeals will be reviewed on the basis of one or more of the following issues: - Evidence of bias or conflict of interest by one or more evaluators. - Factual error(s) made by one or more evaluators that could have altered the outcome of evaluation.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	The 32% of the selection processes have a hiring report that collects whether the OTM-R objectives have been met. For the rest, the hiring file is available.