

OTM-R Checklist

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	++	We have a published a version of our OTM-R policy online in the national language and in English, available on https://uniri.hr/znanost-i-istrazivanje/povelja-i-kodeks/otm-r/ (Croatian) https://uniri.hr/en/science-and-research/charter-and-code/otm-r/ (English) Indicator: OTM-R policy published on the UNIRI website.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	The internal guide setting out clear OTM-R procedures and practices for all types of positions is contained in the OTM-R policy publicly available on the UNIRI website (cf. question 1).

					Given that the document is published on University's website, it may be freely accessed by all (potential) employees of the University.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	To some extent. As the OTM-R reflects some of the key legally enshrined features of the employment process and of Croatia's legal order, those employed to manage the employment process are by this very virtue already trained in OTM-R. The relevant University policy do codify these requirements and add those not necessarily explicit in the existing sources of law, enabling a guidepost for those engaged in the employment process. So far there have not been, however, specific training programs for OTM-R across the constituents of the University. Lack of training programmes might be seen as an (imperfect) indicator of the fact that the everyone involved in the process is sufficiently trained in the area of OTM-R.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Yes, we make sufficient use of e-recruitment tools, as referred to in the OTM-R policy, from the stage of advertising, the publication of the online public call, up until the final process of informing about the result and the reasoning for the decision by using e-tools. The number of vacancies and calls for each staff category is thus published online and UNIRI has implemented a corresponding e-recruitment tools, available on https://uniri.hr/nt/zaposljavanje/
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	At this point, there are only normative foundations for a quality control system. The relevant documents contain benchmarks for a quality control system by setting out the requirements for job descriptions, suggestions for a recruitment strategy, applications screening, interview process and assessment tools for potential candidates. What is more, UNIRI has appointed an OTM-R Operational Group that periodically revises the cited OTM-R policy and guidelines. Accordingly, the quality control system for the OTM-R should be implemented through faculty boards, employment committees and the complaint mechanism as described in the OTM-R

					policy (cf. questions 1 and 2), but a true quality feedback loop is not yet in place.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Yes, it does and there are several undergoing projects and calls intended for external candidates (e.g., the brain-gain modality for repatriating Croatian scientists). What is more, in order to reach the external candidates (outside of UNIRI), all the calls and vacancies are published in Croatian and in English on the university's website, the EURAXESS portal, the Official Gazette (mandatory) and other websites. Moreover, the OTM-R policy encourages external candidates to apply (cf. also questions 1, 2 and 7).</p> <p>Possible future upscaling and potential improvements relate mainly to ensuring that UNIRI succeeds in broadening further its outreach towards external candidates.</p> <p>Indicator: Number of external candidates employed.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<p>Yes. Other than a continuing effort of the University to attract so-called returning scientists, i.e., scholars who have left Croatia for education and work abroad, there are several projects and calls intended to attract more researchers from abroad (e.g. the YUFE academic mobility program, or the incoming mobility financial instrument). This resulted in an increased number of such researchers employed across UNIRI. The information on the employed staff is regularly collected in the internal IT data-gathering system for the purpose of examining the outcomes of the UNIRI Strategy as well as towards the international university ranking systems.</p> <p>Indicators: Number of employed researchers from abroad. Number of UNIRI initiatives to attract researchers from abroad.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>UNIRI has a well-developed policy on "Diversity and inclusivity" and has detailed criteria and positive</p>

					measures in place in order to attract underrepresented groups. Potential applicants can find extensive information about employment and working conditions, gender balance, work-family balance, diversity and inclusivity at the UNIRI website on https://uniri.hr/en/about-university/diversity-and-inclusivity/ .
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes. UNIRI offers attractive working conditions its academic staff, such as training and career development opportunities, guidelines to improve work-life balance and support to underrepresented groups, encourages mobility and internationalisation etc. The trend of an increasing number in the share of applicants from outside of the organization suggests that the current OTM-R policy adds to this objective, and UNIRI expects this share to further increase in the future Potential applicants can find information about employment and working conditions, gender balance and work-family balance, diversity and inclusivity on the University of Rijeka website (cf. questions 7 and 8).
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	To some extent. The OTM-R and other UNIRI's policy document outline criteria (section on Evaluation committee) and processes aimed at selecting the most qualified candidates for a position. The evaluation committee formed for each employment obligatory comprising external experts and whose report must contain the argumentation of the made choice, is at the core of this system. This, next to the complaint mechanism put in place, ensures also quality control. The existing approach may be further improved by further policy measures that encourage a more proactive approach of the UNIRI constituents within the existing legal constraints, such as e.g. targeted outreach, networking events and referral programs. While these measures must not determine the outcome of the employment process, they may increase the number of qualified candidates applying for a position.
Advertising and application phase					

11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	The OTM-R policy contains a detailed template for advertising positions (see section on Advertising and application). As required by law, in addition to EURAXESS, all positions must be advertised in Croatia's Official Gazette, on the institutional webpages, in newspapers and on the University's website under https://uniri.hr/nt/zaposljavanje/ . Furthermore, all UNIRI constituents are invited to use additional advertising channels (e.g. their social media profiles). Cf. also questions 4 and 6.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Yes. The Croatian legal framework sets detailed rules on the required elements in the job advertisement. Accordingly, the UNIRI OTM-R contains a detailed procedure for advertising positions (see section on Advertising and application). The dedicated UNIRI webpage section is also designed to provide links to all relevant parts of the toolkit, in particular the relevant national and institutional legal requirements for the advertised position and all equal opportunities policies.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	As required by national legal provisions, all job advertisements are posted on EURAXESS, in Croatia's Official Gazette, on the institutional webpages, in newspapers, and on the University's website section https://uniri.hr/nt/zaposljavanje/ . As noted earlier, the increased trend of applicants from outside the organization and from abroad suggests that the system does reach a broad swathe of candidates – cf. questions 6, 11 and 12.
14. Do we make use of other job advertising tools?	x	x		++	Yes. As noted above, the Official Gazette, institutional webpages and daily newspapers are regularly used, and institutions are invited to use additional advertisement channels, as appropriate. Job advertising is also made available on a specific section of University's website (https://uniri.hr/nt/zaposljavanje/). Cf. also questions 6, 12 and 13.
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+	The OTM-R policy suggests that e-tools should be used whenever they can ease the employment process, in

					accordance with applicable law, in order to reduce the administrative burden on the candidates. Original documents are requested in the final phase of the process as regulated by Croatian law. However, according to applicable rules a large amount of data and information, including documents is still required. Despite the adapted process of application, legal rules related to the application process do therefore create a non-negligible administrative burden.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	The detailed procedures for appointment are legally regulated, while institutionally, as reported in the Policy, upgrades guaranteeing even higher transparency and openness are endorsed (see OTM-R policy section on Evaluation Committees and Selection Procedure). Cf. also questions 17 and 18.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	The rules are clearly formulated, particularly as they also draw from requirements that are well-known and are regularly applied under Croatian law. The OTM-R policy clarifies further all relevant requirements for the evaluation committees in the section dedicated to these committees (Evaluation Committees and Selection Procedure). What is more, and as reported in the Policy, upgrades guaranteeing even higher transparency and openness are suggested by the University. The University of Rijeka requires the observance of inclusivity and gender balance (cf. questions 16 and 18).
18. Are the committees sufficiently gender-balanced?		x	x	++	Under Croatian law, committees must be gender balanced. UNIRI policies on "Diversity and inclusivity" reinforce (cf. https://uniri.hr/en/about-university/diversity-and-inclusivity/), as does the OTM-R policy (see section on Evaluation Committees and Selection Procedure). What is more, the composition of selection committees is monitored by the University Council for Gender Equality , which collects the information on the gender equality for the purpose of fulfilling the goals of the UNIRI Gender Equality Plan

					2021-2025 and the UNIRI Recommendation for improving gender balance in appointments .
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. The OTM-R policy requires committees to judge candidates on the basis of merit, encourages the use interviews so as to avoid the employment process from devolving into a box-checking exercise, as well as to carry out this substantive evaluation in a way that allows the candidate every opportunity to demonstrate their qualities (see the section on Evaluation Committees and Selection Procedure in the Policy). The University guide setting out clear OTM-R procedures and practices for all types of positions is contained in the OTM-R policy itself.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?			x	++	Yes, this is a requirement set down by the OTM-R policy as well (see its section on Evaluation Committees and Selection Procedure). Not only must the candidate be informed of the selection process outcome, but the University and all its constituents must make their final decision on the employment public in the interest of transparency. The University guide setting out clear OTM-R procedures and practices for all types of positions is contained in the OTM-R policy itself. Cf. also questions 1, 2 and 19.
21. Do we provide adequate feedback to interviewees?			x	+/-	Yes. The OTM-R policy mandates that final scores of the evaluation and appointment process be available to the candidate and candidates are to be given feedback in relation to this (see the OTM-R Policy section Application procedure). Given that the evaluation committees must decide on the bases of evidence and be guided by expertise, their decisions must be accordingly substantiated (Policy section Evaluation committees; cf. also question 20). However, enhancements in terms of a concrete feedback on the areas of their skills portfolio that the candidates could improve could eventually be introduced.
22. Do we have an appropriate complaints mechanism in place?			x	+/-	Yes, we do have provisions for complaints mechanism in place for every application and selection process. As

					required under the law, the applicants can complain within the set deadline. Furthermore, UNIRI sets out clear compliant procedures and practices in its OTM-R policy (see the OTM-R section Evaluation Committees and Selection Procedure). However, we do not have the statistics on the number of complaints across the University constituents. Cf. also question 10.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	The monitoring system is in place in so far as it is required by the legal framework applicable to employment. However, it would be advisable to create an additional quality monitoring system dedicated specifically to the OTM-R policy within UNIRI and its constituents. To this purpose, UNIRI has specifically appointed the Operational Group for the OTM-R that should eventually strengthen and enforce the overall UNIRI OTM-R system.