

HR Excellence in Research

OTM-R Checklist

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Case number

2023RO111493

Name Organisation under review

Institutul National de Cercetare-Dezvoltare pentru Fizica Materialelor

Organisation's contact details

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Date endorsement charter and code

12/06/2023

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05/06/2024

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- 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://infirm.ro/en/rules-and-regulations/ .
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	https://infirm.ro/en/rules-and-regulations/ .
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Law 319/2003; HR officer; legal adviser

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Advertised on institute web page https://infim.ro/cariere/ (Romanian Language). Advertised on Euraxess (Romanian and English).
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Independent members have to be included in the Scientific Council, the body supervising the recruitment procedures.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Rules and regulations have to be translated in English. The open positions are advertised mainly in Romanian language, they should be advertised in English also.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Translate in English the rules and regulations.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The present rules apply for all groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Internal regulations (https://intranet.infim.ro/wp-content/uploads/2021/03/RI-INCDFM-2019-VARIANTA-FINALA-Shortcut.Ink_.pdf) and the collective work agreement ensure attractive working conditions.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Positions are open to everybody, selection is base only on merit.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	See announcements on Euraxess (these can be posted under the name of National Institute of Materials Physics, the English translation of the institute's name, or under the name International Center for Advanced Training and Research-CIFRA, an independent unit inside the institute, category 2 center of UNESCO).
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	See announcements on Euraxess (these can be posted under the name of National Institute of Materials Physics, the English translation of the institute's name, or under the name International Center for Advanced Training and Research-CIFRA, an independent unit inside the institute, category 2 center of UNESCO).
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	See announcements on Euraxess (these can be posted under the name of National Institute of Materials Physics, the English translation of the institute's name, or under the name International Center for Advanced Training and Research-CIFRA, an independent unit inside the institute, category 2 center of UNESCO).
Do we make use of other job advertising tools?	x	x		++ Yes completely	National journals, other job advertising sites.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Law 319/2003.
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Law 319/2003.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Law 319/2003.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	At least one member is a female researcher.
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	Law 319/2003. https://infim.ro/en/rules-and-regulations/
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	https://infim.ro/en/rules-and-regulations/ .
Do we provide adequate feedback to interviewees?		x		++ Yes completely	https://infim.ro/en/rules-and-regulations/ .
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	https://infim.ro/en/rules-and-regulations/ .
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Administration Council; Direction Committee; Scientific Council assesses the quality of hiring procedures.