

## OTM-R Checklist

Case number:

Name Organisation under review:

Organisation's contact details:

Date endorsement charter and code:

### 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 by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- 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	Merit-Based	Answer: (++Yes completely / +- Yes substantially / - + Yes partially / -- no)	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in	x	x	x	+/+	Yes, OTM-R policy declaration of NIMP was published in English and Romanian at <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-2/</a> .

English)?					<b>KPI</b> -online version of OTM-R policy
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Yes, all the rules and procedures for all type of positions are published in Romanian at <a href="https://infim.ro/en/rules-and-regulations/">https://infim.ro/en/rules-and-regulations/</a> , and in English at <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-2/</a> . We mention here that the IDT positions will be replaced with engineers having three degrees, junior, recognized and senior, in agreement with the new law 183/2024. <b>KPI</b> -romanian and english versions of OTM-R procedures and practices
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	Yes, the top management bodies are fully informed about the rules and procedures used for recruitment and selection, in agreement to national laws (183/2024 and OM 6129/2016). The HR officer and legal adviser are specifically trained in the recruitment and selection process to ensure alignment with best practices. The training process is continuous thus ensuring that HR staff remain up to date with the OTM-R practices. Also, it takes into account the legislation 319/2003, <b>KPI</b> - number of OTM-R training courses conducted.
Do we make (sufficient) use of e-recruitment tools?	x	x		++	Recruitment, selection and promotion announcement are advertised at minimum on institute web site <a href="https://infim.ro/cariere/">https://infim.ro/cariere/</a> (Romanian Language), on Euraxess (Romanian and English), media press-releases. <b>KPI</b> - online platforms for advertising job vacancies.
Do we have a quality control system for OTM-R in place?	x	x	x	++	The quality and the efficiency of the OTM-R policy in place are evaluated by the Scientific Council and the Administration Council. The first one is formed by researchers employed at NIMP, the second one is nominated by the Ministry. To have an independent assessment, NIMP needs to involve some persons from outside the institute. The selection commissions have members from outside NIMP, but we feel that members from outside NIMP have to be included in the Scientific Council, the body supervising the recruitment procedures. They can be selected a honorary members to obey the rules from Government Decision 1006/2015 setting the organizational and functional rules for NIMP. <b>KPI</b> - quality control rules in OTM-R policy
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Yes, everybody from Romania can compete on the open positions. It is the mission of the institute to collaborate with national and international universities and other higher education establishments to attract and employ external candidates such as young scientists, PhD and MSc students, students. Therefore, recruitments are organized annually and according to the new legislation the

					<p>participation is predominantly from outside. One have to mention that the new law 183/2024 differentiates between new employees on open positions and promotion of the already employed persons on superior positions.</p> <p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- number of external candidates participating to the annual recruitment</li> </ul>
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<p>OTM-R is available in English and recruitment is advertised on institute web site <a href="https://infirm.ro/cariere/">https://infirm.ro/cariere/</a> , on Euraxess, media press-releases. Collaboration within the Agence Universitaire de la Francophonie (AUF) network, UNESCO through Centre International de Formation et de Recherche Avancées (CIFRA), through european programs such as MSCA actions.</p> <p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- number of candidates from abroad participating to the annual recruitment</li> </ul>
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>The present rules apply for all groups. Collaboration within the Agence Universitaire de la Francophonie (AUF) network and UNESCO through Centre International de Formation et de Recherche Avancées (CIFRA) aim at attracting researchers from underrepresented groups (low developed countries, ethnic minorities, disabled persons etc.). The institute has a history in the recruitment of underrepresented groups and has also facilities for access of disabled persons.</p> <p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- share of applicants among underrepresented groups.</li> </ul>
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	<p>INCDFM is committed to assure safe and optimum working conditions for its employees. Internal regulations and the collective work agreement ensure attractive working conditions. All the relevant documents are available both in Romanian and English. Internal regulations are published online (<a href="https://intranet.infirm.ro/wp-content/uploads/2021/03/RI-INCDFM-2019-VARIANTA-FINALA-Shortcut.Ink_.pdf">https://intranet.infirm.ro/wp-content/uploads/2021/03/RI-INCDFM-2019-VARIANTA-FINALA-Shortcut.Ink_.pdf</a>).</p> <p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- share of applicants from outside INCDFM</li> <li>- survey related to the working conditions for researchers.</li> </ul>
Do we have means to monitor whether the most suitable researchers apply?	x	x	x	++	<p>Positions are open to everybody, selection is base only on merit. Each candidate must fulfill the requirements of the specific position that is applying for. In this way we monitor that the most suitable researchers will be contracted. There are established procedures for recruitment and hiring,of research personnel, ensuring that the most qualified applicant secures the position.</p> <p><b>KPI</b></p> <ul style="list-style-type: none"> <li>- List of candidates that applied to advertised positions, their compliance to selection criteria</li> <li>- The number of sites where job vacancies are advertised.</li> </ul>

Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	<p>Vacant positions are advertised on institute website, EURAXESS, public newspapers, social networks (LinkedIn, X, facebook). 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.</p> <p>There are documented procedures in place for recruitment and personnel hiring and recruitment of research personnel.</p> <p><b>KPI</b> -number of advertisements for one specific position</p>
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	++	<p>Job vacancy announcements provide information on the qualifications and requirements that candidates must meet. On every announcement links to the established procedures for recruitment and hiring, of research personnel are provided. 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).</p> <p><b>KPI</b> - OTM-R strategy/policy available both in Romanian and English - OTM-R strategy / policy published on <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-2/</a> - procedure of recruitment of research personnel</p>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++	<p>Yes. For every open position according to the internal procedures INCDFM publishes an announcement on EURAXESS.. 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).</p> <p><b>KPI</b> - Share of job adverts posted on EURAXESS - Share of applicants recruited from outside INCDFM - Share of applicants from abroad -</p>
Do we make use of other job advertising tools?	x	x		++	<p>Yes. Vacant positions are advertised on institute website, public national newspapers/journals, social networks (LinkedIn, X, facebook), other job advertising sites .</p> <p><b>KPI</b> -share of sites related to vacant position advertisements</p>
Do we keep the administrative burden to a minimum for the candidate?	x	x	x	++	<p>We have to obey the national law 183/2024 which stipulates the rules for employment and promotion, as well as for evaluation of the professional performance and the documentation to apply for an open position or for promotion are set through Government Decisions.</p>

					<b>KPI</b> -procedure of recruitment
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	++	In agreement with Law 183/2024 for R3 and R4 positions the selection committee is formed by 5 members, 3 from outside NIMP. The internal rules and procedures set 4 members (one from outside NIMP) for R1 and R2. The commissions are proposed by the Scientific Director, approved by the Scientific Council and Administration Council, and nominated by the General Director, in agreement to the existing laws. ( <a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf</a> ) <b>KPI</b> - procedure for the selection of committees.
Do we have clear rules concerning the composition of selection committees?		x	x	++	In agreement with Law 183/2024 for R3 and R4 positions the selection committee is formed by 5 members, 3 from outside NIMP. The internal rules and procedures set 4 members (one from outside NIMP) for R1 and R2. The commissions are proposed by the Scientific Director, approved by the Scientific Council and Administration Council, and nominated by the General Director, in agreement to the existing laws. ( <a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf</a> ) <b>KPI</b> -Procedure for the selection of committees.
Are the committees sufficiently gender-balanced?		x	x	++	Following the The Gender Equality Strategy and the Gender Equality Plan 2022-2025 of INCDFM, the institute is committed to maintain a gender balance into the committees. <b>KPI</b> - Statistics on the composition of commissions -OTM-R policy to include statement on the need for gender balanced commissions
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. According to law 183/2024, the OM 6129/2024 and the internal rules and procedures published at <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-2/</a> and ( <a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf</a> ) for organizing competitions for filling vacant research positions of Scientific Researcher R4,, R3, R2, R1 there are procedure for selection of committees based on their competences and scientific excellence, that have to ensure the selection of the candidate on the merit. Short informal training session to the members of committee regarding the recruitment procedure on merit. <b>KPI</b> -training session regarding the recruitment procedure
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process	x			++	Yes. According to law 183/2024, the OM 6129/2024 and the internal rules and procedures published at <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-</a>

					<a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">2/</a> and ( <a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf</a> ) for organizing competitions for filling vacant research positions of Scientific Researcher R4,, R3, R2, R1 applicants are informed about the decisions of the evaluation process as soon as the selection committee reports the results of the selection. <b>KPI:</b> -ranking list of candidates respecting the GDPR
Do we provide adequate feedback to interviewees?	x			++	Yes. According to law 183/2024, the OM 6129/2024 and the internal rules and procedures published at <a href="https://infim.ro/en/hrs4r-2/">https://infim.ro/en/hrs4r-2/</a> and ( <a href="https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf">https://infim.ro/wp-content/uploads/2021/03/Regulament-unic-concursuri-CS-CS3-CS2-CS1-aprobat-2018-3.pdf</a> ) for organizing competitions for filling vacant research positions of Scientific Researcher R4,, R3, R2, R1 each candidate has access to the evaluation sheet. <b>KPI:</b> -evaluation sheet containing comments (strengths and weaknesses), obtained classification.
Do we have an appropriate complaints mechanism in place?	x			++	Yes, the candidates can formulate appeal if they find that the procedure was not correctly applied, if the commission behaved un-appropriate or if some aspects of their activity were not considered in the evaluation process. There is a separate commission to judge the appeals which is proposed at the beginning of the evaluation procedure of the candidates . A solution is provided within 3 working days. <b>KPI:</b> -a report is provided after re-evaluation of the application. -a new ranking list is provided
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	+	The OTM-R policy will include the assessment of targeted objectives. It will consider the involvement of Administration Council; Direction Committee; Scientific Council to assess the quality of the OTMR policy. In fact, all the results of exams/competitions have to be approved by these bodies, based on a report of the selection commissions, explaining how the candidates were evaluated. <b>KPI</b> - Annual reports on the OTM-R policy available to the research community.