



Open Transparent and Merit-Based Recruitment of Researchers  
OTM-R

**OTM-R Checklist Nicolaus Copernicus University in Toruń**

	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/Yes Partially/No	Suggested indicators (or form of measurement)
<b>OTM-R System</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	X	X	X	Yes Partially	Internal HR Policies, which are direct consequence to Research and Higher Education Act, Incorporating OTM-R Policy is one of the actions planned in revised Action Plan
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes Substantially	NCU Statute <a href="http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf">http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf</a> also Internal HR Policies, last update 19.12.2017
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes Partially	All Faculty administrative Staff responsible for recruitment undergoes training concerning recruitment procedure

4. Do we make (sufficient) use of e-recruitment tools?	X	X		No	We are in the process of designing new electronic management system, the plan is that this new system will also cover e-recruitment tool
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes Substantially	Recruitment is run locally by each faculty, Internal HR Policies instruct on commissions composition and person responsible of comply with all regulations –Dean of the faculty
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes Completely	NCU Advertises on Euraxxes (compulsory in Poland), our own web site, faculty sites, Ministry of Science and Higher Education site
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes Partially	Although internal regulations relate to OTM-R Policy, the response of foreign researchers is small. We believe this is related to insufficient remuneration offered to scientists in Poland, not attractive to researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes Partially	We observe equal share of female applicants, our HR Policies supports gender equality.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes Partially	University offers rich social support program, Survey on employee satisfaction, run every year (part of quality assurance policy) is a source of ideas for improvements also in this area

10. Do we have means to monitor whether the most suitable researchers apply?				Yes Partially	Recruitment is run on local level and such monitoring is run on local level
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes Completely	We publish all of our advertisements on Euraxess (Research and Higher Education Act), we use the same templates advertising elsewhere (NCU sites, Ministry sites etc.)
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 Completely	All NCU advertisements published on Euraxess (compulsory in Poland) require this information
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes Completely	NCU advertises all its research positions on Euraxess
14. Do we make use of other job advertising tools?	X	X		Yes Substantially	NCU advertises also at professional recruitment sites, professional sites,
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes Partially	All of administrative burden is imposed by Polish Labour Act, we have reduced it to minimum, staying within requirements imposed by law (medical examination, health and safety course)
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		X	X	Yes Completely	Internal HR Policies, NCU Statute § 119 p.7 states clearly on the composition on appointment composition of the committees <a href="http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf">http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf</a>
17. Do we have clear rules concerning the composition of selection committees?		X	X	Yes Completely	Internal HR Policies, NCU Statute § 119 states clearly on the composition on appointment composition of the committees <a href="http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf">http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf</a>

18. Are the committees sufficiently gender-balanced?		X	X	No	We do not have regulation on gender representation in commissions, abovementioned regulations do not indicate gender of the committee members, it indicates their competences
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	NCU Statute §119.7.4, at least 2 committee members representing the same research discipline as stated in the advertisement <a href="http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf">http://www.umk.pl/uczelnia/dokumenty/statut/Statut_UMK.pdf</a>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		X		Yes Partially	Recruitment is run on local level and it depends on the faculty recruitment commission
21. Do we provide adequate feedback to interviewees?		X		Yes Substantially	If feedback is requested it is provided by Human resources or at local level based on the clear and detailed reporting at interview stage
22. Do we have an appropriate complaints mechanism in place?		X		Yes Partially	There is a general procedure for complaints, which are always investigated by the Rector's Office
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes Partially	Recruitment is run on local level i.e. faculties, at the first stage such assessment is done at faculties. The head of HR receives just a short information on the procedure and outcome of the recruitment. Improvement of this procedure is to be a subject of the revised Action Plan