Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]

OTM-R checklist for organisations

	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* *+/-Yes, substantially* *-/+ Yes, partially* *-- 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	Yes, substantially	The OTM-R policy has been included in our recruitment process and the check-list can be found on https://www.lih.lu/page/job-opportunities
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, *completely*	Recruitment process document is available in English on our internal document management system since November 29th, 2016 including OTM-R directives
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*Yes completely*	HR team give training for recruitment process at each head of recruitment each time they recruit. OTM-R directives are include in the explanations. HR recruitment team are always involved in each recruitment process.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*Yes completely*	All our open position are always performed through our Web-based application ODOO.
5. Do we have a quality control system for OTM-R in place?	x	x	x	*Yes completely*	We have an external audit every year managed by our Quality control office, also checking that our recruitment rules are applied. Human resources team are responsible for all stages of the recruitment. We also have internal reporting regarding all phases of the recruitment containing number of applicants, selection criteria, e-recruitment, …
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	*Yes completely*	All jobs are published within external recruitment channels: our web-site but also social media such as LIH Facebook, LinkedIn, Twitter, Euraxess,…and other specific job posting websites
7. Is our current OTM-R policy in line with policies to	x	x	x	*Yes totally*	We have 36 different nationalities in our staff and

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[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

attract researchers from abroad?					are open to recruit from abroad all over the world
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*No need*	At LIH : 65 % women Luxembourg regulation has also some directives for underrepresented groups such as handicap and we can receive subsidies or help for the organization of working conditions for example for people in wheelchairs.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*Yes completed*	Each Researcher received a work contract with attractive working conditions such as 32 paid leaves for vacation per year, flexibility in working hours, participation in the cost of annual transport card, trainings offers, complementary individual accident assurance, … These attractive working conditions are described in our collaborative agreement and internal rules
10. Do we have means to monitor whether the most suitable researchers apply?				*Yes completed*	Each member of the selection committee has an access to the recruitment tool and can see all applications. The screening of best candidates is realized by each member of the selection committee giving them the opportunity to select the most talented candidate by mutual experts agreement
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*Yes completed*	Standard template are used for all advertisement
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) of the OTM-R expert report*[2]]	x	x		*Yes, partially*	We publish most of the elements. Except salary information, professional development opportunities and career development prospect: these elements are developed, discussed and planned after with the selected candidate and part of the contractual negotiation and when setting goals for personal development (usually after the probation period)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*Yes, each time*	We always post job adverts for Researchers on EURAXESS

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[2] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

Question					
14. Do we make use of other job advertising tools?	x	x		*Yes completed*	Scientific internal tools, journal, alumni, social media
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			*Yes completed*	For all candidates, we ask at a minimum the CV and a cover letter. After the selection, relevant documents to established the work contract is performed solely by electronic means (copy of diploma, living or permit authorization, bank account, copy of ID, Visa, …). We accept scanned copies but for some document linked to the living authorization for non EU citizen, we need original by post office (Foreign Affairs Ministry' rules)
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x	*Yes completed*	We always try to have at least 1 man and 1 woman in each recruitment committee. We keep records of the name of the members of the panels for each recruitment. For high level position, we invite external expert specialised in the designated field
17. Do we have clear rules concerning the composition of selection committees?		x	x	*Yes completed*	Written guidelines within recruitment process: 4.2.1.
18. Are the committees sufficiently gender-balanced?		x	x	*Yes completed*	Written guidelines within recruitment process: 4.2.1.
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 completed	Written guidelines within recruitment process: 4.2.1. Selection committees are provided with written guidelines and helped by the HR recruiter during the all process. During the first meeting with the Head of recruitment, criteria that will be evaluated and weighted are defined for the position and written by HR recruiter in the recruitment plan. This document can be used by the all panel.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completed for all	Each applicant received a personal generic answer by e-mail and are informed of the results
21. Do we provide adequate feedback to interviewees?		x		Yes partially	For every criteria, the panel gives a feedback. On request, candidates not selected, can receive by phone, from the HR recruiter, a specific feedback.
22. Do we have an appropriate complaints mechanism in place?		x		partially	No process in place but we are open to treat any complains

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				yes	OTM-R directives are very useful in our Institution to reinforce our internal values about recruitment and the centralization of the process in the HR Team guarantee the applications of the principles