



TEMPLATE 3 – OTM-R Checklist

Case number: 2020E5518343

Name Organisation under review: FUNDACIÓN BIOMÉDICA GALICIA SUR (FBGS) · INSTITUTO DE INVESTIGACIÓN SANITARIA GALICIA SUR (IISGS)

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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, 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)? ¿Se ha publicado una versión de nuestra política OTM-R en la página web (tanto en el idioma nacional como en inglés)?	x	x	x	++	http://www.iisgaliciasur.es/hr4rs/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? ¿Disponemos de una guía interna que establezca procedimientos y prácticas claras para los principios OTM-R para todos los tipos de puestos?	x	x	x	+/-	Our entity has a Best Practice Recruitment Guide (BPRG). So far, the guide is sent only to researchers who are supervisors of recruited staff. Indicators: <ul style="list-style-type: none"> • BPRG sent to all staff • Date of latest update • Web link
3. Is everyone involved in the process sufficiently trained in the area of OTM-R? ¿Están todas las personas implicadas en el proceso suficientemente formadas en el ámbito OTM-R?	x	x	x	-/+	There are no specific training programs for OTM-R. Only the IIS Galicia Sur human resources personnel are trained in the process. Indicators: <ul style="list-style-type: none"> • Existence of training programs for OTM-R • Number of training activities organized

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4. Do we make (sufficient) use of e-recruitment tools? ¿Hacemos un uso (suficiente) de las herramientas de contratación electrónica?	x	x		+/-	The IIS Galicia Sur recently implemented a platform for job offers accessible from its website, that allows the publication of offers also in English. Indicators: <ul style="list-style-type: none"> • Link to Job portal • The share of job adverts posted on EURAXESS.
5. Do we have a quality control system for OTM-R in place? ¿Tenemos un sistema de control de calidad para OTM-R?	x	x	x	--	There's no quality control system. Indicators: <ul style="list-style-type: none"> • Date of the latest internal audit performed
6. Does our current OTM-R policy encourage external candidates to apply? ¿La política actual de OTM-R anima a los candidatos externos a aplicar?	x	x	x	+/-	Most of the people who apply to our job offers are external to the entity. Indicators: <ul style="list-style-type: none"> • Percentage of applicants from outside
7. Is our current OTM-R policy in line with policies to attract researchers from abroad? ¿Está nuestra actual política OTM-R en consonancia con las políticas para atraer investigadores del extranjero?	x	x	x	-/+	The proportion of foreign applicants is low; they are usually from Latin America and South Europe (Portugal, Italy). Indicators: <ul style="list-style-type: none"> • Number of nationalities • Percentage of foreign applicants

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8. Is our current OTM-R policy in line with policies to attract underrepresented groups? ¿Está nuestra actual política OTM-R en consonancia con las políticas para atraer a los grupos infrarrepresentados?	x	x	x	+/-	Most of the applicants (about 80%) are women. Indicators: <ul style="list-style-type: none"> Trend in the share of applicants among underrepresented groups
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? ¿Está nuestra actual política OTM-R en consonancia con las políticas para ofrecer condiciones de trabajo atractivas a los investigadores?	x	x	x	-/+	Indicators: <ul style="list-style-type: none"> Trend in the share of applicants from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply? ¿Disponemos de medios para controlar si los investigadores más adecuados aplican?				+/-	The suitability of the candidates is evaluated in each case based on their merits and experience and their adaptation to the characteristics of each specific position. Indicators: <ul style="list-style-type: none"> Annual revision of OTM-R results.

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Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? ¿Tenemos directrices o plantillas claras (por ejemplo, Euraxess) para anunciar las ofertas de empleo?	x	x		+/-	All our job offers are adjusted to the same own template. However, they are rarely published on platforms other than our own website. Indicators: <ul style="list-style-type: none"> • Advertising procedure. • Templates availability. • Number of jobs offers published on the EURAXESS
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? ¿Incluimos en el anuncio de empleo referencias o enlaces a todos los elementos previstos en la sección correspondiente del conjunto de herramientas de la plataforma web para la difusión de las ofertas?	x	x		-/+	Links to relevant aspects such as the project, research group, etc. are rarely included. Indicators: <ul style="list-style-type: none"> • Number of elements referenced / linked
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? ¿Hacemos un uso pleno de Euraxess para que nuestras ofertas de investigación lleguen a un público más amplio?	x	x		--	At present, we are not using the Euraxess portal to advertise our job offers. Indicators: <ul style="list-style-type: none"> • Number of jobs offers published on the EURAXESS

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14. Do we make use of other job advertising tools? ¿Hacemos uso de otras herramientas de publicidad laboral?	x	x		++	Occasionally, we use the job portals of the Galician universities and other national platforms (Bioga, Itemas, Madri+d). Offers are also disseminated on the entity's social networks (Linkedin, Twitter) Indicators: <ul style="list-style-type: none"> • Number of jobs offers published in other webs or platforms.
15. Do we keep the administrative burden to a minimum for the candidate? ¿Mantenemos la carga administrativa al mínimo para el candidato?	x			++	Candidates are only asked initially to submit their CV, ID document and Degree Certificate. The documents accrediting their merits are requested subsequently, when they are pre-selected. Indicators: <ul style="list-style-type: none"> • Average number of commonly requested documents
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? ¿Tenemos normas claras que regulen el nombramiento de los comités de selección?		x	x	-/+	Our guide to good recruitment practices only indicates the composition that the selection committee must have, which is appointed according to the position offered. Indicators: <ul style="list-style-type: none"> • Statistics on the composition of committees

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17. Do we have clear rules concerning the composition of selection committees? ¿Tenemos normas claras sobre la composición de los comités de selección?		x	x	-/+	The selection committee will be made up of at least the Principal Investigator and another member of his/her team, and it is also recommended that people from different fields of knowledge participate. It will also include a representative of the IIS Galicia Sur. Indicators: <ul style="list-style-type: none"> • Written guidelines
18. Are the committees sufficiently gender-balanced? ¿Están los comités suficientemente equilibrados en cuanto a género?		x	x	-/+	This depends on the research group. Currently there is no monitoring of the gender balance of the selection committees. Indicators: <ul style="list-style-type: none"> • Number of selection committees gender balanced • % women

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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? ¿Tenemos directrices claras para los comités de selección que ayuden a juzgar los méritos de manera que se seleccione al mejor candidato?			x	+/-	Committee members must be adequately trained to make decisions about the selection process. The selection committee may carry out the tests deemed appropriate, as long as they do not represent any kind of discrimination. The use of different selection techniques is recommended, including a personal interview with the candidates. Indicators: <ul style="list-style-type: none"> • Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process? ¿Informamos a todos los candidatos al final del proceso de selección?		x		++	Once a decision regarding a job offer has been reached, all candidates are notified of the result via e-mail. Indicators: <ul style="list-style-type: none"> • % of applicants notified.
21. Do we provide adequate feedback to interviewees? ¿Proporcionamos información adecuada a los entrevistados?		x		+/-	Normally the interviewed candidates are contacted personally by phone to inform them of the result. Indicators: <ul style="list-style-type: none"> • % of candidates informed of the result

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22. Do we have an appropriate complaints mechanism in place? ¿Disponemos de un mecanismo de reclamación adecuado?		x		-/+	The IIS Galicia Sur does not have a specific complaints mechanism. But if someone requests more information, they are always answered via e-mail. Indicators: <ul style="list-style-type: none"> • Number of requests of information received and answered
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives? ¿Disponemos de un Sistema para evaluar si se cumplen los principios y objetivos de la política OTM-R?				--	At this time there are no specific monitoring mechanisms. Indicators: <ul style="list-style-type: none"> • Assessment of compliance of the Action Plan • Date of the latest revision of the OTM-R results