

TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review: **Jönköping University**

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<https://ju.se/download/18.18cc74615a96a5ed4ec02c/1520578835315/Endorsement%20-%20Jonkoping%20University.pdf>

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf https://intranet.hj.se/intranet/en/employment-and-working-environment/recruitment-and-employment/recruitment-process.html
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Yes, we have a two-day recruitment training for managers and HR specialists 14 managers and 8 HR specialists have followed the training

4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	We have an electronic recruitment system, "Varbi" that makes it easier to work with the recruitments, that ensures that the processes are followed and that gives transparency to the whole process. https://ju.se/en/about-us/work-at-jonkoping-university.html https://intranet.hj.se/intranet/en/employment-and-working-environment/recruitment-and-employment/recruitment-process.html
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Internal assessment that is reported to the board
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	We are getting more and more external candidates as we are advertising through the Euraxess and other sites
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	We are getting more and more applicants from abroad as we are advertising through the Euraxess and other sites
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	We are getting more female applicants and we are hiring more women
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	Needs to get more aligned
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	We will be reporting to the board several recruitment KPIs starting with their meeting this coming October (2018). The KPIs will be discussed by our executive board in August
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Through our electronic recruitment system "Varbi" the positions are sent to the different sites we want to use for the advertisement, for example to Euraxess
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	This needs to be developed
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	We will look at KPIs this coming August
14. Do we make use of other job advertising tools?	x	x		++	We advertise through several different sites
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Yes, as the candidate can use the electronic recruitment system "Varbi" to make the application

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf
18. Are the committees sufficiently gender-balanced?		x	x	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf
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	++	https://jonkopinguniversity.sharepoint.com/sites/Newintranet/Files/Anst%C3%A4llningsordning%20JU%20180227_eng.pdf
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	
21. Do we provide adequate feedback to interviewees?		x		+/-	Yes, but we need to follow up on this
22. Do we have an appropriate complaints mechanism in place?		x		-/+	We do not get complaints, but we need to look at this
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	We have an internal assessment but need to be more clear on that they should look at the OTM-R