

Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

	Open	Transparent	Merit-based	Answer	Suggested indicators
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	No	Our OTM-R will be published on our external websites (in the national language and in English) by 2023.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all type of positions?	X	X	X	Yes completely	The area is regulated through national legislation, <u>internal policies</u> and is part of our e-recruitment tool and is updated whenever there are changes in national legislation.
3. Is everyone involved in the process sufficiently trained in the area OTM-R?	X	X	X	Yes	The University's HR staff has been reorganized and collocated from 2018. This has contributed to the transfer of competence and development of HR staff who assists the managers in recruiting. HR is actively involved in the recruitment processes and is responsible for implementing the processes. HR offers an annual recruitment course for new managers (varies from 5-20 people). Training is also provided to members of selection committees.
4. Do we make (sufficient) use of e-recruitment tools?	X	X		Yes completely	E-tool from JobbNorge, covering the entire recruitment process, making it fully standardized.
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes completely	Quality control of open, transparent and merit-based recruitment is regulated by national law and committees tasked with review of the recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes completely	Research positions are, with few exceptions, advertised external. Our mandatory templates are updated with the aim of increasing the number of external applicants.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes completely	Research positions are, with few exceptions, advertised internationally through the Euraxess portal. Our mandatory templates are updated with the aim of increasing the number of researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes completely	Our policy is in line with attracting underrepresented groups and women in particular, this is also part of our mandatory templates for job advertisements.

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9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes completely	The recruitment policy states that UiS shall be attractive to and recruit the best-qualified academic staff nationally and internationally. The working conditions UiS offers – both academically and in terms of social benefits – are internationally competitive. The HR department has established an onboarding function for international researchers – International Staff Mobility office, which provides information about the working conditions and benefits of working at UiS in all job adverts.
10. Do we have means to monitor whether the most suitable researchers apply?				No	We are looking into ways to monitor this aspect.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes completely	We have mandatory templates for job advertising in our e-recruitment tool in both Norwegian and English and we use the EURAXESS template for advertising portions through the EURAXESS portal.
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	The job advertisement templates contain information about and links to information about topics such as career development, gender equality, required qualifications etc.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes completely	Research positions are, with few exceptions, announced internationally via the EURAXESS portal.
14. Do we make use of other job advertising tools?	X	X		Yes completely	LinkedIn.com, Jobbnorge.no, NAV.no, Forskning.no, and channels suitable for the relevant fields of the advertised position (e.g. nature jobs etc.)
15. Do we keep the administrative burden to a minimum for the candidate? (see Chapter 4.4.1 b)	X			Yes completely	Through our e-recruitment tool, the candidates can upload the relevant information and documentation and we only ask for more extensive documentation when candidates are eligible for an interview.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? (see Chapter 4.4.2 a)		X	X	Yes completely	The expert committee is to consist of at least three members, of which two external and of both genders. As far as possible, and in the disciplines, it is natural, the expert committee have a member from another country.

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17. Do we have clear rules concerning the composition of selection committees?		X	X	Yes completely	Written guideline in policy.
18. Are the committees sufficiently gender-balanced?		X	X	Yes, substantially	UiS policy states that the committees shall be gender-balanced. If it is not possible to appoint a committee that is well gender balanced, the manager who promotes the proposals must document significant efforts to put together a committee that satisfies the requirements for a good gender balance.
19. Do we have clear guidelines for selection committees that help to judge 'merit' in a way that leads to the best candidate being selected?			X	Yes, completely	UiS has from 2020 established detailed guidelines and templates, which are based on national guidelines and regulations, for selection committees to ensure that the best candidate is selected.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		Yes completely	All applicants receive information when a position has been filled.
21. Do we provide adequate feedback to interviewees?		X		Yes partially	Yes, but this is an area we would like to improve.
22. Do we have appropriate complaints mechanism in place?		X		Yes completely	Applicants are given a two-week period for comments on the expert committee's report (academic judgement and ranking of candidates). With regard to the overall assessment and final appointment decision, national legislation does not permit insight into the reason behind the hiring decision, nor does it allow for complaints on the decision, nor does it allow for complaints on the decision (public administration act). However, applicants can send complaints regarding impartiality and the recruitment process to the Board of Trustees' appointing authority.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	Room for improvement in terms of developing better reports on data from the recruitment process for analyzing and improving.