OTM-R Checklist

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Name Organisation under review: University of Bergen
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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.

- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.

- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	UiB lacks a collective OTM-R policy that fully satisfies the EU system. UiB should establish an OTM-R policy according to EU's OTM-R package

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	UiB's HR department has the central administrative responsibility for all types of positions at UiB The overall policies for recruitment, personnel and internationalization are published on the website (link). The site has links that, for example, provide information about: - The recruitment process (link) - Handbook for management on recruitment to scientific positions (intranet) - Employee handbook with English text (intranet) - Announcement templates UiB's faculties also have their own internal recruitment guidelines for example (link)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	UiB has training programmes for employees who work with the recruitment of R&D employees. This training is mainly conducted by the faculties. UiB will implement training programs for uniform recruitment in accordance with the EU OTMR system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	UiB has satisfactory use of e-recruitment tools. UiB uses the JobbNorge portal to advertise vacancies. Scientific positions at UiB are also announced on the European mobility portal for researchers Euraxess (link)
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	UiB's establishment of an OTM-R policy according to EU's OTM-R package should be followed up with a control system.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
					Action plan for communication(link) UiB has several policy documents with priority areas for the recruitment of scientists; an example of this is the communication strategy that deals with UiB's positioning as a research institution both nationally and internationally.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	There is a general trend that recruitment from outside the organization is gradually on the rise both in the number of applicants and appointments. Today, UiB records figures that include all job categories, based on those who have indicated that they are internal applicants. There are currently insufficient data for further analysis, but probably data from JobbNorge can be used to find more exact trends over time.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Action plan for internationalization(link) UiB's action plan for internationalization includes priority areas for attracting researchers from abroad: - As a rule, all scientific posts will be advertised internationally. - Active talent scouting and researchers' international networks will be used. - Ensure fast, easy to follow appointment procedures for staff with international backgrounds. There is also a lack of statistics on how many foreign applicants are being hired, but there are annual reports for certain job categories.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Action plan for diversity and inclusion(link) UiB's action plan for diversity and inclusion comprises priority areas and subsidiary objectives aimed at ensuring that no-one at UiB should experience discrimination on the basis of gender, ethnicity, national origin, language, religion and beliefs, functional ability, sexual orientation, gender identity or age. Apart from gender equality statistics, UiB has limited statistics related to diversity.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
					Action plan for research infrastructure(link) UiB's action plan for research infrastructure will help make research environments at UiB attractive for cooperation, as well as provide an advantage in the recruitment process and the competition for external research funding.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	There is a general trend that recruitment from outside the organization is gradually on the rise both in the number of applicants and appointments. Today, UiB records figures that include all job categories, based on those who have indicated that they are internal applicants. There are currently insufficient data for further analysis, but probably data from JobbNorge can be used to find more exact trends over time.
Do we have means to monitor whether the most suitable researchers apply?				-- No	UiB's establishment of an OTM-R policy according to EU's OTM-R package should be followed up with a monitoring system to assess whether the most suitable researchers are applying for positions at UiB

Advertising and application phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	UiB has clear guidelines and templates for the announcement of scientific positions (intranet).
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	UiB's announcement texts should more clearly profile professional development and career opportunities in the positions. A better management of these issues can be achieved through a unified template for UiB, coupled with the training of personnel who work with announcements in the units.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
					According to UiB's announcement rules, all scientific positions should also be advertised on the European mobility portal for researchers "EURAXESS".
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Announcement of scientific positions at UiB is done by the faculties, and the proportion of scientific positions posted on EURAXESS is therefore difficult to track directly. For faculties with the largest number of announcements for research positions, almost all are advertised via EURAXESS. This leads to a high number of recruitments from abroad. Other faculties make less use of this advertising channel.
					It could be useful to investigate more closely the total number of announcements on JobbNorge, compared with the number on EURAXESS, and other advertising channels such as newspapers, trade journals etc.
Do we make use of other job advertising tools?	x	x		++ Yes completely	In addition to announcement on the mobility portal for researchers EURAXESS UiB uses the JobbNorge portal. (link)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
					Applications for UiB positions are submitted through the JobNorge search tool with electronic link to documentation. Paper versions of the applicant's documents are required later in the process.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	The faculties are concerned with keeping the volume of applications as low as possible for applicants for research positions. At the same time, it is necessary to secure verifiable information about applicants. There is therefore a concrete assessment as to what is the right intersection point between necessary quality assurance and the least possible burden on the applicants.

Selection and evaluation phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
					UiB has clear rules on the appointment of committees in the selection and evaluation phase through institutional regulations for employment in scientific positions, as well as national guides for competence requirements in scientific positions.
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	UiB also has clear rules for the composition of evaluation committees, and there is considerable emphasis on these being followed. There are no statistics regarding the composition, but the rules are followed in practice by the administrations' monitoring of the procedures. There are strict requirements for exceptions, such as whether in a certain field it is not possible to appoint qualified women to a committee.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	UiB has clear rules on the composition of committees in the selection and evaluation phase through institutional regulations for appointment to scientific positions, as well as national guides for competence requirements in scientific positions. UiB Rules: – Expert evaluation (intranet) – Recommendations (intranet)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	UiB meets the requirements to gender balance in committees in the selection and evaluation phase through institutional regulations for employment in scientific positions.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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	UiB has clear guidelines for committees in the selection and evaluation phase through institutional regulations for appointment to scientific positions, as well as national guides for competence requirements in scientific positions (link) Regulations for appointments to scientific positions and academic/administrative management positions: 6.2.3 Mandate for the expert committee 6.3.2 Basis and evaluation criteria for recommendations
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	UiB routinely informs all applicants at the end of the selection process. The recruitment tool has a separate function for notifying all applicants.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	UiB does not have an adequate system for feedback during or after interviews. Feedback is given sporadically when it is requested. There are no standards for feedback, so it is thus uncertain if it is of such a level that the applicants can benefit from it. Improvement of feedback practices has been addressed in the area of career counselling. It should be considered to establish an automated offer for feedback/more information to applicants who have not been given a position.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	In accordance with Norwegian legislation, the complaints system for the hiring process is limited to: - Remarks system for expert judgements. -"Complaint" to the Parliamentary Ombudsman for administrative issues. -"Complaint" to the Equality and Anti-Discrimination Ombudsman for equality issues.
Overall assessment					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	UiB's establishment of an OTM-R policy in line with EU's OTM-R package should be followed up with a system to assess whether current recruitment procedures meet UiB's objectives for recruitment to scientific positions