



| OTM-R system   | O | T | M | Answer<br>(Yes completely/<br>Yes substantially/<br>Yes partially/ no) | Suggested indicators  |
|--|---|---|---|--|---|
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)?         | x | x | x | Yes partially  | UiB has an <a href="#">OTM-R web page</a> with information with rules and regulations relevant for the recruitment process.   |
| 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   | UiB's HR Division 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 ( <a href="#">link</a> ).<br>The site has links that for example, provide information about the recruitment process ( <a href="#">link</a> ), the Handbook for management on recruitment to scientific positions (intranet), Employee handbook with English text (intranet), announcement templates ( <a href="#">Jobbnorge</a> ).<br>UiB's faculties also have their own internal recruitment guidelines for example ( <a href="#">link</a> ) |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x | x | x | Yes completely   | UiB has training programs for employees who work with the recruitment of R&D employees. This training is mainly conducted by the faculties.<br>To support uniform recruitment in accordance with the OTM-R system, UiB uses the <i>HR Ressursbank</i> (internal web-based toolbox/resource for HR-personnel at UiB (in Norwegian)) and network meetings such as the <i>HR forum</i> (for all HR-personnel at UiB) and the <i>HR-group</i> (for all HR-leaders at UiB).  |

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| 4. Do we make (sufficient) use of e-recruitment tools?   | x | x |   | Yes completely | UiB has satisfactory use of e-recruitment tools. UiB uses the <a href="#">Jobbnorge portal</a> to advertise vacancies. Scientific positions at UiB are also announced on the European mobility portal for researchers <a href="#">Euraxess</a>  |
| 5. Do we have a quality control system for OTM-R in place?   | x | x | x | Yes completely | Recruitment processes are governed by national law and regulations. Together with UiB regulations for recruitment and committees tasked with review of recruitment process, this ensures sound processes in line with OTM-R, where the best qualified candidate is selected.  |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                       | x | x | x | Yes completely | UiB uses the <a href="#">Jobbnorge portal</a> to advertise scientific positions. Scientific positions at UiB are also announced on the European mobility portal for researchers <a href="#">Euraxess</a> . The trend in the share of applicants to academic positions from outside UiB can be found from the Jobbnorge portal:<br>2020 and 2021: 96%<br>2022 and 2023: 97%  |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad?                       | x | x | x | Yes completely | Updated templates for scientific positions at UiB are also announced on the European mobility portal for researchers <a href="#">Euraxess</a> .<br>The trend in the share of applicants to academic positions from abroad (from the Jobbnorge portal):<br>2020 and 2021: 90%<br>2022 and 2023: 92%  |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | Yes completely | UiB policy is in line with attracting underrepresented groups, this is also part of our mandatory templates for job advertisement and in line with UiB's <a href="#">Action plan for diversity, inclusion and equal opportunity</a> . As part of the Basic Collective Agreement (HTA), the Adaption Agreement at UiB states that affirmative action may be used for positions where male/females are underrepresented (when qualifications of the applicants are approximately equivalent). Statistics related to gender equality are updated annually. |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | Yes completely | The working conditions at UiB (academically and social benefits) are internationally competitive. The Division of Human Resources has established guidelines for onboarding for new employees. These are regularly updated. <a href="#">The International Centre</a> at UiB provides information about working conditions. Benefits of working at UiB are also described in job adverts.  |
| 10. Do we have means to monitor whether the most suitable researchers apply?                                   |   |   |   | Yes partially  | The departments and research groups will normally have an impression on whether the most suitable researchers apply.  |
| <b>Advertising and application phase</b>   |   |   |   |                |   |

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| 11. 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. Updated templates are available in the e-recruitment tool ( <a href="#">Jobbnorge portal</a> ).  |  |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit (4.4.1 a)?     | x | x | Yes substantially | A <a href="#">UiB website</a> provide information about the recruitment process. The announcement templates for scientific positions at UiB gives information about selection criteria (required qualifications), working conditions, gender equality, contact details etc. The first action in the updated action plan includes elements to improve this item. |  |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?   | x | x | Yes completely    | UiB has a clear rule that academic positions shall be published on the EURAXESS portal. Any exceptions must be approved. Trends in the share of applicants from outside UiB and internationally, are indicated under question 6 and 7.  |  |
| 14. 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 <a href="#">Jobbnorge portal</a> .   |  |
| 15. Do we keep the administrative burden to a minimum for the candidate?   | x |   | Yes completely    | Candidates upload information and documentation in the e-recruitment tool. This is limited to what is necessary for the assessment. More extensive documentation can be requested at interviews.  |  |
| <b>Selection and evaluation phase</b>  |   |   |                   |   |  |
| 16. Do we have clear rules governing the appointment of selection committees?  |   | x | x                 | Yes completely  | UiB has clear rules on the appointment of selection committees. These are in line with national regulations and include rules for the composition of the committees.   |
| 17. 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.  |
| 18. 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. These are in line with national law and regulations.  |
| 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 completely  | To ensure that the best candidate is selected, UiB has clear guidelines for selection committees through institutional regulations for appointment to scientific positions. These are in line with national regulations. The faculties also provide guidelines and templates for evaluation reports. |
| <b>Appointment phase</b>   |   |   |                   |   |  |

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| 20. 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 ( <a href="#">Jobbnorge</a> ) has a separate function for notifying applicants.  |
| 21. Do we provide adequate feedback to interviews?                                   |  | x | Yes partially     | According to national legislation, all applicants receive the expert committee's report, which involves an evaluation of the strengths and weaknesses of the candidates' application. The application is also discussed as part of an interview. Additional feedback after the interview is given when requested. There is room for improvement in the UiB system for feedback to applicants in the recruitment process. An action "Open recruitment processes» is suggested in the updated action plan 2025.         |
| 22. Do we have an appropriate complaints mechanism in place?                         |  | x | Yes substantially | In accordance with Norwegian legislation, the complaints system for the hiring process is limited to:<br>-remarks system for the expert committee's report (remarks and answer from the committee will be included in the appointment process)<br>-complaint to the Parliamentary Ombudsman for administrative issues<br>-complaint to the Equality and Anti-Discrimination Ombudsman for equality issues<br>National legislation does not permit insight into the overall assessment and final appointment decision. |
| <b>Overall assessment</b>  |  |   |                   |   |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |   | Yes partially     | Relevant data from the recruitment process are available (Jobbnorge) and for employees (salary system) are available, but there is still room for improvement to develop better reports and routines for data analysis.   |