

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

Case number: **2021PL699209**

Name Organisation under review: **Hirszfeld Institute of Immunology and Experimental Therapy Polish Academy of Sciences in Wroclaw**

Organisation's contact details: **12 Rudolfa Weigla Street, 53-114 Wroclaw, Poland**

Date endorsement charter and code: **October 21, 2021**

Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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	+/-	Website links: https://hirszfeld.pl/instytut/hrs4r-europejska-strategia-kadrowa/ ; ENG: https://hirszfeld.pl/en/Institute/hrs4r-human-resources-strategy-for-researchers/ .
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	x	x	-/+	I 1. Introduction of changes to the regulations of conducting competitions for scientific positions considering the HRS4R rules. I 2. Developing and implementing criteria for employment and promotion of employees holding scientific positions. I 3. Consultations in terms of the possibility of conducting an open

					recruitment for laboratory and research department management (organizational regulations). Implementation and monitoring of guidelines derived from consultations.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/-	<p>I 4. Creation of the HRS4R tab on the website of the Institute for disseminating information (visit count).</p> <p>I 5. Providing information regarding HRS4R to employees and doctoral students by e-mail.</p> <p>I 6. Organizing an informational meeting with employees, doctoral students, and the administrative staff (date and number of participants).</p> <p>I 7. Confirmation of the creation and correct functioning of a glossary on the website of the Institute for enabling information search regarding the HRS4R topic.</p>
Do we make (sufficient) use of e-recruitment tools?	x	x		-/-	<p>Because of financial constraints and limited staff, the Institute does not plan to implement e-recruitment tools. The Institute will use a broader range of information channels.</p> <p>Indicators / measurement form:</p> <p>I 8. Confirmation of creation and functioning of a tool for application through the IJET website</p> <p>I 9. Confirmation of creating the Institute's profile on LinkedIn (Polish and English versions)</p> <p>I 10. Facebook – confirmation of updating and creating an English version</p>

Do we have a quality control system for OTM-R in place?	x	x	x	-/-	<p>I 11. Entrusting the Proxy of the Director for Quality with competencies of an internal auditor for OTM-R to develop such tools and control documentation and recruitment results.</p> <p>I 12. Implementation of reports from the assessment of completeness of the documentation and recruitment process (audits of 50% of the annually conducted recruitment procedures)</p>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	I 13. Number of external candidates who applied per year
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	I 14. Number of external candidates from abroad, who applied per year
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+	I 15. Number of candidates belonging to an underrepresented group (e.g. men) who applied per year
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	<p>Report on the outcomes of consultations:</p> <p>A14.3 Legal and financial possibilities of increasing doctoral scholarships and/or possibilities of obtaining additional financial (motivational) benefits by doctoral students.</p> <p>A14.4 Analysis of the functioning and future of the discretionary bonus regulated by the rules for granting discretionary bonus for scientific activity.</p> <p>I 16. Results of the opinion survey of employees and doctoral students in the field of "recruitment" and "working conditions and social</p>

					security" conducted until October 2024.
Do we have means to monitor whether the most suitable researchers apply?				-/-	Entrusting the Proxy of the Director for Quality with competences of an internal auditor for OTM-R to develop such tools and control documentation and recruitment results. I 17. Report from an internal audit of the recruitment process
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	I 18 Change in the regulations of conducting competitions for scientific positions by considering the HRS4R rules - introduction of a job advertisement form.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/+	We include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/+	I 19 Report summarizing the number of job advertisements posted on EURAXESS in the context of all job offers.
Do we make use of other job advertising tools?	x	x		-/+	The potential of social media will be used to improve the Institute's recognition, recruitment range, and popularization of science. A5.1 Creating and running the Institute's profile on Facebook and LinkedIn A5.2 Updating and running the Twitter profile A5.3 Making LinkedIn contacts with collaborators of the Institute, Institute partners, and graduates of the Doctoral Study and the WSD IPAN Doctoral School.

					<p>Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules</p> <p>A3.3. Indication of obligatory places for publishing announcements, including the Institute's website, BIP, EURAXESS, websites of grant funding agencies, LinkedIn, Facebook, and Twitter.</p> <p>I 20 Posting advertisements in obligatory places indicated in the regulations of conducting competitions for scientific positions</p>
Do we keep the administrative burden to a minimum for the candidate?	x			+/+	We keep the administrative burden to a minimum for the candidate.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/+	I 21. Regulations for Conducting Competitions for Research Positions at the IJET PAS
Do we have clear rules concerning the composition of selection committees?		x	x	+/+	I 22. Regulations for Conducting Competitions for Research Positions at the IJET PAS
Are the committees sufficiently gender-balanced?		x	x	-/-	I 23. <i>Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules – introduction of guidelines in this scope.</i>
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	+/-	<p>Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules –</p> <p>I 24 Inclusion of a candidate evaluation form based on the evaluation criteria in accordance with the guidelines of the HRS4R code, including creativity, independent ability, experience</p>

					gained from teaching and supervising students, teamwork skills, knowledge transfer, popularizing science, or innovative activities (for candidates with professional experience in the industrial sector).
Appointment phase					
Do we inform all applicants at the end of the selection process?	x			-/-	Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules – I 25 Recruitment procedure will be supplemented on its organizational side with the recommendation to inform about competition results as well as strengths and weaknesses of the assessed applicants.
Do we provide adequate feedback to interviewees?	x			+/-	Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules – I 26 Recruitment procedure will be supplemented on its organizational side with the requirement to inform about competition results as well as strengths and weaknesses of the assessed applicants.
Do we have an appropriate mechanism for registering complaints?	x			-/-	Change in the regulations of conducting competitions for scientific positions considering the HRS4R rules I 27 A3.8 Recruitment procedure will be supplemented with an appeal procedure, with 10 days given for making an appeal.
Overall assessment					Improvement measures should be implemented.

Do we have an established system to assess whether OTM-R delivers on its objectives?				-/-	I 28 Results of the survey conducted among employees as well as annual reports prepared by the Human Resources Department. I 29 Internal audit report
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