

OTM-R checklistCase number: **2021PL699209**Name of the researched organization: **Ludwik Hirszfeld Institute of Immunology and Experimental Therapy of the Polish Academy of Sciences**Contact details of the organization: **Rudolfa Weigla 12, 53-114 Wrocław**Date of support for the Charter and Code: **29.09.2021**Open, transparent, and merit-based recruitment checklist: **OTM-R**.Please report the current status by replying in the "Answer" column: **+/+ Yes fully, +/- Yes substantially, -/+ Yes partially, -/- No**. Also, details about the indicators and the form of measurement used in the column "Suggested indicators (or form of measurement)".

	Open	Transparent	Merit-based	Status of implementation (+/+ Yes fully +/- Yes, substantially -/+ Yes, partially -/- No)	Suggested indicators (or form of measurement)
System OTM-R					
Have we published the current version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/+	Link to websites: PL: 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 outlining clear OTM-R procedures and practices for all types of positions?	x	x	x	+/+	By Order No. 3/2025 of the Director of HIIET PAS of 30.01.2025, 2 regulations were introduced:
				+/+	1. Regulations for conducting competitions for scientific positions of HIIET PAS. These regulations take into account the principles of HRS4R.
				+/+	2. Regulations for promotion to scientific positions of HIIET PAS.
				+/+	Consultations were held on the possibility of conducting open recruitment for the positions of laboratory and research plant managers.

					<p>These planned indicators were obtained:</p> <p>I1. Introduction of changes to the regulations of competitions for scientific positions, taking into account the principles of HRS4R.</p> <p>I2. Development and introduction of employment and promotion criteria for employees employed in scientific positions.</p> <p>I3. Consultations on the possibility of conducting open recruitment for the positions of laboratory and research plant managers (organizational regulations). Implementation and monitoring of consultation guidelines.</p>
Are all employees involved in the process sufficiently trained in OTM-R?	x	x	x	<p>+/+</p> <p>+/+</p> <p>+/+</p> <p>-/+</p>	<p>The website of HIIET PAS publishes information on the European Human Resources Strategy. Employees of the HIIET PAS and PhD students are regularly informed about the progress in the implementation of HRSR activities, both during lectures within the "Institute in a Nutshell", meetings and via e-mail.</p> <p>The planned indicators were obtained:</p> <p>I4. Creation and dissemination of the HRS4R tab on the Institute's website.</p> <p>I5. Sending information about HRS4R to employees and PhD students by e-mail.</p> <p>I6. Organization of an information meeting with employees, PhD students and administrative staff (date, number of participants).</p> <p>Implementation in progress:</p> <p>I7. Confirmation of the creation and correct operation of the dictionary on the Institute's website allowing you to search for information about HRS4R.</p>

Do we use e-recruitment tools (to a sufficient extent)?	x	x		<p>+/-</p> <p>-/-</p> <p>+/+</p> <p>+/+</p>	<p>Due to financial and personnel limitations, the Institute does not plan to implement e-recruitment tools in the next 3 years. It will stop at using a wider range of information channels.</p> <p>I8. The indicator has not been realized.</p> <p>I9. The indicator has been achieved – the HIIET PAS profile on LinkedIn has been created and is active.</p> <p>I10. The indicator has been achieved – the HIIET PAS profile on Facebook has been created and is active.</p> <p>I8. Confirmation of the creation and functioning of the application tool through the HIIET website.</p> <p>I9. Confirmation of the creation of the Institute's LinkedIn account.</p> <p>I10. Creating the Institute's Facebook account.</p>
Do we have a quality control system for OTM-R?	x	x	x	<p>+/+</p>	<p>The Director's Proxy for Quality – Chief Specialist was entrusted (in 2022) with the competences of an internal auditor for OTM-R in order to introduce tools and control the documentation of recruitment results. So far, two audits have taken place, in 2023 and in 2024.</p> <p>As part of Action 15 (Action Plan for 2025-2028): Monitoring the effects of the introduction of the regulations of competitions for scientific positions, taking into account the principles of HRS4R, which will be implemented in the years 2025-2028, actions planned but are not limited to: keeping records of all competition procedures, collecting data from the evaluation of the recruitment process conducted among participants in competition proceedings in accordance with the OTM-R Policy.</p> <p>I11. Entrusting the Director's Proxy for Quality - the chief specialist with the competence of the internal</p>

					quarter of 2024 and the first quarter of 2025.
				+/+	I16. Result of a survey of the opinions of employees and doctoral students on "recruitment" and "working conditions and social security" conducted in the second and third quarters of 2024
Do we have the means to monitor whether the most suitable researchers are applying?	x	x	x		Entrusted (in 2022) the Director's Proxy for Quality - the chief specialist of internal auditor competence for OTM-R in order to develop tools for monitoring and controlling documentation and recruitment results. Plenipotentiaries of the Quality Director - chief specialist conducted audits of recruitment processes carried out at HIIET in 2023 and 2024 and prepared reports on them.
				+/+	I17. Internal audit report on the recruitment process.
Advertising and app phase					
Do we have clear guidelines or templates (e.g. EURAXESS) for advertising ads?	x	x			The I18 indicator was achieved. A new Regulations for conducting competitions for scientific positions of the Institute of Scientific Activity of the Polish Academy of Sciences have been developed, aligning it with the guidelines of the European Human Resources Strategy. All necessary personnel documents have been made available to the employees of HIIET PAS on the Institute's website. Most of the documents/forms used in the recruitment of researchers and conducting HR policy have been translated into English.
				+/+	I18. Amendment of the Regulations for Conducting Competitions for Scientific Positions, Taking into Account the HRS4R Rules – Introduction of a Job Advertisement Form.
Do we include references in the job advertisement to all the elements provided for in the relevant section of the toolkit?	x	x		+/+	Regulations for conducting competitions for scientific positions of HIIET PAS, implemented in 2025, it clarifies the references/links to all elements provided for in the relevant section of the toolkit.
Are we making full use of EURAXESS to ensure that our	x	x			The percentage of the number of job offers posted on Euraxess in the context of all job offers increased

research jobs reach a wider audience?					<p>from 21% in 2023 to 40% in 2024.</p> <p>The Institute uses Euraxess to ensure that job offers reach a wider audience. In 2023, 3 job offers for assistants and 1 offer for assistant professor were published on the Euraxess portal.</p> <p>In 2024, 5 job offers for assistant professors, 1 offer for Post-doc, 1 offer for a research and technical specialist and 1 job offer for a PhD student were published on the Euraxess portal.</p> <p>+/- I19. A report summarizing the number of job offers posted on Euraxess in the context of all job offers.</p>
Do we use other tools to advertise job offers?	x	x		+/+	<p>The Institute's Facebook profile was set up in 2023. So far, 202 posts have been published on it, including 1 job offer. The profile is very popular. 10,586 profile views were recorded in the last month.</p> <p>The Institute's LinkedIn profile was created in 2023. So far, 1 job offer has been published on it. In the last 15 days, there have been 471 views.</p> <p>In a survey conducted among researchers and PhD students, 85% of respondents answered that publishing job advertisements on the Institute's website, the profile of the Ministry of Science and Higher Education (Public Information Bulletin), the EURAXESS website, the websites of research-funding institutions and, optionally, on LinkedIn and Facebook are sufficient.</p> <p>The Regulations for conducting competitions for scientific positions of the Institute of Scientific Activity of the Polish Academy of Sciences were developed and implemented, taking into account the principles of HRS4R.</p> <p>Obligatory places for publishing announcements have been indicated, including the website of the Institute of Tourism and Administration of the Polish</p>

				+/+	Academy of Sciences, BIP, Euraxess, websites of grant funding agencies and, optionally, LinkedIn, Facebook and Twitter. I20. Publication of announcements in obligatory places indicated in the Regulations for conducting competitions for scientific positions at HIIET PAS.
Do we keep the administrative burden of the candidate to a minimum?	x	x		+/+	The results of survey studies from 2022 and 2024/2025 conducted among researchers and doctoral candidates were compared. A significant reduction in candidates' burden related to technical and administrative tasks associated with recruitment was observed. For candidates, the list of required documents has been limited to the essential minimum, and documents can be submitted electronically. A two-stage recruitment process has been introduced (formal and substantive assessment and an interview), and in justified cases, remote interviews have been allowed.
Selection and evaluation phase					
Do we have clear rules for appointing selection committees?		x	x	+/+	The I21 index was obtained. The regulations for conducting competitions for scientific positions at HIIET PAS describe clear rules for appointing selection committees. I21. Regulations for conducting competitions for scientific positions at HIIET PAS.
Do we have clear rules regarding the composition of recruitment committees?		x	x	+/+	The I22 index was obtained. The regulations for conducting competitions for scientific positions at HIIET PAS describe clear rules regarding the composition of recruitment committees. I22. Regulations for conducting competitions for scientific positions at HIIET PAS.
Are the committees sufficiently gender-balanced?		x	x	+/-	Due to the significant predominance of women over men among academics, women often predominate in the composition of recruitment committees. I23. Amendment of the Rules of Conduct of Competitions for Research Positions, Taking into Account the HRS4R Principles – Introduction of

					Guidelines on Gender-Balanced Committee Composition.
Do we have clear guidelines for selection committees to help assess "merit" in a way that leads to the selection of the best candidate?			x	+/+	<p>The I24 indicator was obtained - the candidate evaluation form was developed. The amendment to the Rules for Conducting Competitions for Research Positions, taking into account the HRS4R rules, provides clear guidelines for the selection/recruitment committee to assess the candidate's scientific achievements and skills in order to select the best candidate for a given position. Recommendations have been introduced in terms of minimum requirements for each scientific position.</p> <p>I24. Adding a candidate assessment form that takes into account assessment criteria in accordance with the guidelines of the HRS4R Code, taking into account creativity, independence, experience resulting from teaching and caring for students, teamwork skills, knowledge transfer, popularization of science or innovative activities (in the case of candidates with professional experience in the industrial sector).</p>
Appointment phase					
Do we inform all candidates at the end of the selection process?	x	x		+/-	<p>In accordance with paragraph 8 point 5. of the Regulations for Conducting Competitions for Scientific Positions, taking into account the principles of HRS4R, "candidates have the right to request the Director to provide information about the strengths and weaknesses of their candidacy and to provide access to the Candidate Evaluation Form within the scope of their assessment".</p> <p>I25. The recruitment procedure will be supplemented from the organisational point of view with a recommendation to inform about the end and results of the competition.</p>
Do we provide adequate feedback to all candidates?	x	x			In accordance with paragraph 8 point 5. of the Regulations for Conducting Competitions for Scientific Positions, taking into account the principles of HRS4R, "candidates have the right to

				+/-	<p>request the Director to provide information about the strengths and weaknesses of their candidacy and to provide access to the Candidate Evaluation Form within the scope of their assessment".</p> <p>I26. The recruitment procedure will be supplemented from the organizational point of view with the requirement to inform about the results of the competition and the strengths and weaknesses of the applications of the evaluated candidates.</p>
Do we have a proper complaints mechanism in place?	x	x		+/-	<p>In paragraph 11 point 1. of the Regulations for Conducting Competitions for Scientific Positions of the Institute of Scientific Conduct of the Polish Academy of Sciences states that "the documentation of the recruitment procedure will be stored until the end of the recruitment process, and then for 12 months from the end of the competition or until the statute of limitations for claims expires, unless a complaint against the results of the competition has been filed with the administrative court and the proceedings have not been concluded with a final judgment.</p> <p>I27. (Action Plan for 2025-2028, A3.8) The recruitment procedure will be supplemented with an appeal procedure, 10 days for appeal.</p>
Overall Rating				+/+	Over the years 2023-2024, most of the improvement activities were introduced in the document "OTM-R checklist".
Do we have a system for assessing whether the OTM-R Policy achieves its objectives?				+/+ +/+	<p>The I28 and I29 indicators have been implemented and are used to assess whether the OTM-R Policy is achieving its objectives.</p> <p>I28. Results of a survey conducted among employees and annual reports of the HR Department.</p> <p>I29. Internal audit report.</p>