

OTM-R Checklist

Case number: 2019ES369310

Name Organisation under review: Fundació privada i2CAT, Internet I Innovació Digital a Catalunya

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Date endorsement charter and code: 20/04/2017

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 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.

- 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	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	++Yes Completely	www.i2cat.net/talent
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++Yes Completely	i2CAT has developed an OTM-R policy which is available on the corporate intranet in both, Catalan and Spanish. The mentioned policy includes clear procedures and practices for governing the whole recruitment process

Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	All persons involved during a recruitment process are informed about the process and the different phases and also watch the video "Recruitment bias in Research Institutes. The person of the Human Resources department is also responsible for guiding the whole recruitment process, making sure that it fulfills with the developed OTM-R policy. In any case, it would be beneficial to do a collective internal training for all managers related to the recruitment process.
Do we make (sufficient) use of recruitment tools?	x	x		++Yes Completely	i2CAT uses different recruitment tools during a recruitment process: - i2CAT's website - LinkedIn - Job portals as Infojobs - Universities intranet - Euraxess for research positions
Do we have a quality control system for OTM-R in place?	x	x	x	--No	Not yet
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++Yes Completely	It has not been measured but almost all i2CAT candidacies are from external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	i2CAT research positions are always published in English and candidacies from all over the world are accepted.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++Yes Completely	Our OTM-R policy explicitly mentions the need of making a clear reference in every vacant position to encourage candidacies from underrepresented collectives or persons with disabilities to apply.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	i2CAT working conditions are explained in every vacant position and are quite attractive for researchers as it includes flexibility, option of home office, flexible retribution system, fix+variable salary, more vacations than given by law.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes Partially	We have a system (Talentclue) which allows us to easily compare among the different candidates who applied for a specific position however, we do not have tools to compare those candidates with others who did not apply.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++Yes Completely	Yes we do. Our OTM-R policy specifies the minimum sections of a vacant position in order to guarantee a complete job position.

Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes Partially	Our job positions include a section of working conditions where the candidate can see the most relevant information. Within i2CAT's intranet, we also have all internal policies accessible to all employees; however, this information is not available for external candidates.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	We use Euraxess for our Research vacant positions.
Do we make use of other job advertising tools?	x	x		++Yes Completely	Yes, we use our website, LinkedIn, Infojobs (and in some occasions other job portals), as well as universities websites and Euraxess for research positions.
Do we keep the administrative burden to a minimum for the candidate?	x			++Yes Completely	Candidates only have to present their CV and a motivation letter for participating in a selection process.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++Yes Completely	Our OTM-R policy includes clear guides about how the selection committees are formed.
Do we have clear rules concerning the composition of selection committees?		x	x	++Yes Completely	Our OTM-R policy includes clear guides about how the composition of the committees is done.
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes Partially	i2CAT works on the ICT sector, which is not a gender-balanced sector. The selection committee is formed by a person of HR and a person of the department where the vacant position exists.
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	Clear guidelines within our OTM-R policy stating that the process is based on merits. i2CAT also shows the video "Recruitment bias in Research Institutes" which is available in i2CAT's intranet.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++Yes Completely	All candidates that have been interviewed receive a personal feedback. In addition, every candidate who submitted his/her candidacy but is not called to an interview will receive an automatic email when discarded.
Do we provide adequate feedback to interviewees?	x			++Yes Completely	All interviewees receive an email giving them feedback about their candidacy.
Do we have an appropriate complaints mechanism in place?	x			- -No	Candidates have an email available "recursoshumans@i2cat.net", where they are free to send their inputs, however it is not advertised as a specific place to raise their complaints.

Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes Partially	After one month of a person joining i2CAT, we hold a meeting with him/her in order to evaluate his/her incorporation and first weeks.