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**Universidad de Valladolid**

# OTMR

Open, Transparent and Merit-based Recruitment

## TEMPLATE 3

**HUMAN RESOURCE STRATEGY FOR  
RESEARCHERS**

## European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

**Case number:** 2018ES317987

**Name Organisation under review:** Universidad de Valladolid

**Organisation's contact details:** Vicerrectorate for Research, Innovation and Transfer, Spain.

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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.



| HRS4R-UVa OTMR Analysis   | O | T | M | Answer                | Suggested indicators (or form of measurement)   |
|---|---|---|---|-----------------------|---|
| <b>OTM-R system</b>   |   |   |   |                       |   |
| Have we published a version of our OTM-R policy online (in the national language and in English)?         | x | x | x | -- No                 | Under development in the national language and English version. After that, the OTM-R will be published on web site: hrs4r.uva.es - Deliverable of the action n. 6 and n.7 (action plan 2019-2021)  |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | -- No                 | Under evaluation of OTM-R procedure. - Deliverable of the action n. 6 and n. 7 (action plan 2019-2021)  |
| Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x | x | x | -/+ Yes partially     | OTM-R has been also mentioned and explained, several times, in different info days and workshops at UVa. The researchers involved in OTM-R are senior experienced with huge knowledge on the subject, evaluation and recruitment process. Action n. 7 of the action plan 2019-2021. KPIs (Key Performance Indicators): - Existence of training programs for OTM-R - Number of staff following training in OTM-R   |
| Do we make (sufficient) use of e-recruitment tools?   | x | x |   | +/- Yes substantially | The recruitment processes is monitored by email and digital tools such as specificity web site. UVa disseminates most of the job openings, in international recruitment channels: LinkedIn, EURAXESS jobs, etc. Action n. 8 of the action plan 2019-2021. KPIs: - Number of candidatures publishing on Euraxess Portal  |
| Do we have a quality control system for OTM-R in place?   | x | x | x | ++ Yes completely     | The University has set up some bodies to promote and ensure the quality assurance of its processes. UVa has also an external audit every year managed by our Quality control office, and it is included the checking that our recruitment rules are applied. Additional, UVa has internal reporting regarding all phases of the recruitment containing number of applicants, selection criteria, recruitment, ... |



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| Does our current OTM-R policy encourage external candidates to apply?                 | x | x | x | -/+ Yes partially     | All jobs with European grants are published within external recruitment channels: our web site but also social media such as Euraxess, web site project and project LinkedIn, project Twitter, and other specific job posting websites. Because of the action plan 2019-2021 number 8, there will be more positions included in the previous process, such as the UVa Program for recruitment postdoctoral and PhD candidates. KPIs: - Number of candidatures publishing on Euraxess Portal  |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | +/- Yes substantially | UVa currently has a talent attraction policy, evidenced by different Programmes: PostDocs UVa Program with own funds; UVa PhD Program with own funds, International Calls in UVa departments, Calls for Early Stage Researchers linked to Marie Curie Network (European Training Network). A large number of UVa job openings are currently published both in Spanish and English version, in international recruitment channels (Euraxess portal including English). Therefore, access is open to all, and with such practices, it encourages the participation of foreign candidates. However, the participation of candidates to fixed-term researcher call is almost nothing: probably because knowledge of the basic Spanish language is necessary to satisfy the entire selection process but, above all, for subsequent activities. Action n. 14 of action plan 2019-2021. KPIs: - Link of web site of the calls - Number of candidatures of PhDs and PostDoctorals |



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| Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | +/- Yes substantially | The University is committed to improve its information policies aimed at encouraging the inclusion of people belonging to groups potentially discriminated. Gender issues are present in strategic decisions at the University. The Equality Unit is responsible for developing, implementing, monitoring and evaluating the UVa Equality Plan, include of the recruitment process. In the applications with own funds, UVa allocates special applications for candidates with some kind of disability. However, there are a Relative % of applicants from outside the institution. Action n.9 of the action plan 2019-2021. KPIs: - To monitor the number of underrepresented candidates in the recruitment procedures (foreign researchers and woman researchers). - Number of documents bilingual (ES-EN version) availed on web site. |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ++ Yes completely     | The UVa has a talent attraction and retention Policy funded with owned funds: - Own Call for Pre-doc; - Proprietary Post-Doc; - Call for Senior Researchers; - Strategy for the attraction/retention of researchers I3 - Strategy for attracting potential ERCs. - Link of web site of the calls - Number of candidatures of PhDs; PostDoctorals  |
| Do we have means to monitor whether the most suitable researchers apply?                                    |   |   |   | -/+ Yes partially     | Survey / results of Interviews  |
| <b>Advertising and application phase</b>  |   |   |   |                       |   |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?                        | x | x |   | +/- Yes substantially | Standard template are used for all advertisement in Spanish Version. There are some templates EURAXESS candidatures on request. No public access. Action n.6, n. 7 and n.8 of action plan 2019-2021. KPIs: - Deliverable: Procedure of OTM-R UVa. - Publication procedure on web (EN/ES).   |



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| 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 | We publish most of the elements included of salary, total duration of the work contract, requirements of the candidates   |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | x | x |   | ++ Yes completely     | The share of job adverts posted on EURAXESS by Europeans Grants and several offers with owns UVa resources; - Number of applicants recruited from outside the organisation/abroad.  |
| Do we make use of other job advertising tools?   | x | x |   | ++ Yes completely     | Scientific internal tools, journal, alumni, social media, web site of the project, website of the Research Group/Institute/Department/UVa website   |
| Do we keep the administrative burden to a minimum for the candidate?   | x |   |   | +/- Yes substantially | For all candidates, we ask the CV and credentials. After the selection, relevant documents to established the work contract is performed solely by electronic means (living or permit authorization, bank account, copy of ID, Visa, ...). We accept scanned copies but for some document linked to the living authorization for non EU citizen, we need original by post office (Foreign Affairs Ministry' rules)  |
| <b>Selection and evaluation phase</b>  |   |   |   |                       |   |
| Do we have clear rules governing the appointment of selection committees?  |   | x | x | +/- Yes substantially | Statistics on the composition of panels: main research and minimum two additional experts. We keep records of the name of the members of the panels for each recruitment. For high level position, we invite external expert specialised in the designated field. The instructions is not accessible to the public, only when the researchers ask it. Action n. 7 and n.8 of action plan 2019-2021. KPIs: - Dissemination of OTM-R practices and training of commissions. |
| Do we have clear rules concerning the composition of selection committees?   |   | x | x | ++ Yes completely     | Internal regulations set up the procedure for the composition of selection committees. Moreover, all the Call texts include the rules concerning the composition of selection committees.   |



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| Are the committees sufficiently gender-balanced?   |  | x | x | -- No             | The internal regulations of the composition of the committees does not take into account the question of gender balance. Modification on the internal regulation to include the gender balance on the composition of the Committees at UVa. Actions n.6, n.7 and n.8 of action plan 2019-2021.  |
| 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 | -- No             | Nowadays, UVa does not have guidelines for selection committees which help to judge 'merit'. We will develop the OTM-R procedures and practices for all types work contracts for new research positions at UVa. Actions n.6, n.7 and n.8 of action plan 2019-2021.  |
| <b>Appointment phase</b>   |  |   |   |                   |   |
| Do we inform all applicants at the end of the selection process?   |  | x |   | ++ Yes completely | The result of selection process is open, transparent and it is publishes on the website UVa. All applicants are informed through UVa Research website publication (List of admitted, excluded, beneficiaries, etc). In the case of external evaluations candidatures UVa sends full information to candidates. Some of the applicants are informed by email. If the applicants ask for specific feedback, are assisted in person or by phone. |
| Do we provide adequate feedback to interviewees?   |  | x |   | ++ Yes completely | All applicants, including interviewees, are informed through UVa Research website publications or emails. If the applicants ask for specific feedback, are assisted in person or by phone.  |
| Do we have an appropriate complaints mechanism in place?   |  | x |   | ++ Yes completely | As it is described in the Administrative Spanish Law, all candidates have the right to initiate requests and appeals, after receiving feedback on the eligibility/evaluation of their applications. UVa informed the candidates about these mechanisms.   |
| <b>Overall assessment</b>  |  |   |   |                   |   |
| Do we have a system in place to assess whether OTM-R delivers on its objectives?   |  |   |   | ++ Yes completely | UVa is a public university that follows the Administrative Spanish law and the University regulations, so we follow the established requirements aligned with the OTM-R objectives. The HR Excellence   |



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|--|--|--|--|--|--|
|  |  |  |  |  | Award itself, has committed UVa to continuously improve in the OTM-R Policy. |
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