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| **Dublin City University - Open, Transparent and Merit-based Recruitment Checklist[[1]](#footnote-1)**  ***OTM-R checklist for organisations*** | | | | | |
|  | **Open** | **Trans-parent** | **Merit-based** | **Answer: ++ Yes, c*ompletely***  ***+/-Yes, substantially***  ***-/+ Yes, partially***  ***-- No*** | **Suggested indicators (or form of measurement)** |
| **OTM-R system** |  |  |  |  |  |
| 1. Have we published a version of our OTM-R policy online (in the national language and in English)? | x | x | x | ***-/+ Yes, partially*** | The DCU website contains an overview of the OTM-r guiding principles. It is our intention to compile a comprehensive OTM-R policy document.  DCU Web Page contains the following information:  **Open, Transparent and Merit base Recruitment practices (OTM-R) for researchers**  Dublin City University is committed to the implementation of the Open, Transparent and Merit base Recruitment practices for researchers (OTM-R). The University aims to ensure that the best person for the job is recruited, open, transparent and merit-based recruitment of researchers improves the effectiveness of national research systems, guarantees equality, especially for under-represented groups, and boots transnational and international co-operations. It also promotes optimal circulation of scientific knowledge. |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | ***+/-Yes, substantially*** | As part of the Research Career Framework guidelines are available for Research positions which outline the processes and procedure regarding pre-advertising, advertising, pre-interview, interview and appointment. Please see enclosed links   * Pre-advertising - http://www.dcu.ie/hr/ResearchersFramework/preadvertise.shtml * Advertising - http://www.dcu.ie/hr/ResearchersFramework/Advertising.shtml * Pre-Interview - http://www.dcu.ie/hr/ResearchersFramework/preinterview.shtml * Interview - http://www.dcu.ie/hr/ResearchersFramework/Interview.shtml * Appointment - http://www.dcu.ie/hr/ResearchersFramework/Appointment.shtml  |  | | --- | | For the positions of Research positions defined job specifications detailing the competencies that researchers are assessed with are available on the DCU website <http://www.dcu.ie/hr/ResearchersFramework/Levels.shtml>  During the interview process, Research positions are evaluated using the competencies detailed in the advertised job specification.  It is the intention to generate guidelines which covers the Recruitment, Selection and Appointment stage from conception to the end of each process. | |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | ***-/+ Yes, partially*** | We carry out information sessions detailing the Recruitment, Selection and Appointment processes for employees.  It is a requirement for those staff members involved in recruitment and selection to attend training regarding recruitment and unconscious bias training. |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x |  | ***-/+ Yes, partially*** | Applicants are required to submit an application form and the submission of an accompanying CV is optional. The information required from the candidate does keep the administrative burden to a minimum in line with section 4.4.1b of the report.  We are currently exploring the possibility of implementing an e-recruitment tool. |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | ***-/+ Yes, partially*** | |  | | --- | | For the recruitment of research positions selection criteria and the composition of interview boards are reviewed and controlled by Human Resources. Job specifications are reviewed and approved by Human Resources and advertised on agreed advertising mediums. | |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | ***-/+ Yes, partially*** | All positions are advertised on public websites including Dublin City University external website, Irish Universities Association and Euraxess websites. External candidates are strongly encouraged to apply. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | ***-/+ Yes, partially*** | Yes we strongly encourage researchers from abroad to apply as Research roles are advertised on Euraxess. The University is committed to the Athena Swan Charter. Dublin City University was awarded the Athena Swan Bronze Award in recognition of the University’s commitment to addressing gender imbalances <https://www.dcu.ie/equality/athenaswan.shtml>  In November 2015, the University launched *Women in Leadership at DCU* initiative <http://www.dcu.ie/womeninleadership/index.shtml>  The vision for this initiative is that DCU will become a University that explicitly values women as leaders and through this initiative it will become the lived experience of staff across DCU.  A wide range of formal and informal initiatives, existing and new, will support the achievement of this ambitious vision. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ***-/+ Yes, partially*** | The University has developed and implemented policies and practices that promote equality of opportunity and redress imbalances that currently exist within the University. Please see <http://www4.dcu.ie/sites/default/files/policy/33%20-%20equality_and_access_policy_hr_v1.pdf>  <https://www.dcu.ie/equality/athenaswan.shtml> |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ***-/+ Yes, partially*** | Induction and orientations occur for new researchers explaining the attractive working conditions for researchers.  Our Learning and Development department carry out focus groups to identify researchers training and development needs. |
| 10. Do we have means to monitor whether the most suitable researchers apply? |  |  |  | ***-/+ Yes, partially*** | The job descriptions clearly outline the qualifications, personal specification and relevant work experience for the roles. Controls are in place to ensure shortlisted candidates and appointable meet the requirements of the role. As a result of this, normally the most suitable researchers apply and are appointed to the position. |
| **Advertising and application phase** |  |  |  |  |  |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x |  | ***+/- Yes, substantially*** | We do use defined templates for advertising positions as per the following link www4.dcu.ie/hr/ResearchersFramework/jobdescriptions.shtml. We plan to expand upon these templates to incorporate many of the points listed in the following point. Please see next point. |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [*see Chapter 4.4.1 a) of the OTM-R expert report*[[2]](#footnote-2)] | x | x |  | ***-/+, Yes, partially*** | Our templates include many of the elements as outlined in 4.4.1a of the OTM-R expert report such as: organisation and recruitment unit, job title specifications and starting date; selection criteria; professional experience which distinguishes between required and desirable,; contract status; application procedure and equal opportunities policy  We plan to expand where appropriate upon the templates to include the other information required under section 4.4.1a of the report. This will be completed by September 2018. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x |  | ***+/- Yes, partially*** | We do currently advertise research vacancies when appropriate on EURAXESS. We intend to fully utilise the EURAXESS facility by advertising all externally advertised research posts on this website. |
| 14. Do we make use of other job advertising tools? | x | x |  | ***+/- Yes, substantially*** | In addition to our own website we use a variety of websites to advertise research positions. We also use formal and informal networks, trade journals and print media. The media format used depends on the role. |
| 15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* 45] | x |  |  | ***+/- Yes, substantially*** | Applicants are required to submit an application form and the submission of an accompanying CV is optional. The information required from the candidate does keep the administrative burden to a minimum in line with section 4.4.1b of the report.  We are currently exploring the possibility of implementing an e-recruitment tool. |
| **Selection and evaluation phase** |  |  |  |  |  |
| 16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* 45] |  | x | x | ***+/- Yes, substantially*** | We have clear rules on the appointment of selection committees. In order for a selection committee to be constituted an interview board approval form must be completed and approved by the Director of Human Resources.  We plan to incorporate these guidelines in a research specific recruitment and selection policy which we are currently developing. |
| 17. Do we have clear rules concerning the composition of selection committees? |  | x | x | ***+/- Yes, substantially*** | We do have clear rules on the appointment of section committees as outlined under the following link www4.dcu.ie/info/policies/selection.shtml  It is a requirement that selection committees must have an external representative and must be gender balanced  We plan to incorporate these guidelines in a research specific recruitment and selection policy which we are currently developing |
| 18. Are the committees sufficiently gender-balanced? |  | x | x | ***++, Yes completely*** | Yes as per points 16 and 17 above committees must normally be gender balanced and approval for committees requires this criteria to be met. |
| 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, partially** | We use a competency based assessment process for research positions and the competencies and their respective weightings our outlined to the selection committee prior to the interview. Each selection committee member is assigned a competency to examine the candidate on and the results are recorded in the interview assessment book. |
| **Appointment phase** |  |  |  |  |  |
| 20. Do we inform all applicants at the end of the selection process? | x | x |  | **++ Yes, completely** | Yes all applicants are informed of their status at each stage of the selection process. This includes informing candidates if they were unsuccessful following interview. |
| 21. Do we provide adequate feedback to interviewees? | x | x |  | **+/- Yes, partially** | All internal candidates are provided with feedback following the selection process. In addition a letter is issued to all candidates informing them of the outcome of the interview. This letter outlines that there is an opportunity to request feedback relating to the interview. This process is outlined under the following link www4.dcu.ie/sites/default/files/policy/78%20-%20notification\_of\_candidates\_hr\_v1.pdf |
| 22. Do we have an appropriate complaints mechanism in place? |  | x |  | **-/+ Yes, partially** | We address complaints if they arise but we do not currently have a formal mechanism in place to do so. We plan to implement a review of the effectiveness of each assessment process |
| **Overall assessment** |  |  |  |  |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | **-/+ Yes, partially** | Effective recruitment, selection and appointments procedures are crucial in attracting and retaining high quality Researchers. For Effective recruitment, selection and appointments procedures to be effective it is essential that they are fair, open, merit based and transparent. It is the practice of DCU to identify and select the best candidate for the job. All decisions relating to recruitment and selection must be consistent with the criteria outlined in the job advertisement. It is DCU’s practice to ensure the University’s policy on Equal Opportunities occurs. |

1. [*http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*](http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies) [↑](#footnote-ref-1)
2. [*http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*](http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies) [↑](#footnote-ref-2)