Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

Checklist for Institutions

	Open	Transparent	Merit-based	Answer: Yes *completely/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 completely	The University of Southampton is committed to open, transparent and merit-based recruitment processes and practices for all staff. Whilst we do not have a specific OTM-R policy, our policies for recruitment and Equality, Diversity and Inclusion collectively contain these principles and are accessed via the HR website. The process is published (internally) online and published (externally) online provides guidance for managers (internal) and applicants (external) on key stages, including selection criteria.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes completely	We have internal guidance on recruitment procedures as standard.

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes partially	Everyone in the Recruitment Team is subject to internal training and procedure, and able to advise hiring managers. Training is available for hiring managers but is not mandatory.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	We primarily recruit via our own e-recruit portal which allows active applications or passive email alerts of new job opportunities. We now enable e-signatures/return of contractual documentation, speeding up the time between offer, acceptance and on-boarding.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes partially	Quality controls are employed by the Recruitment Team. There are inbuilt checks for statutory compliance re advert content, job description content, Disability Confident compliance etc.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	Our online job advertisements and application processes encourage external candidates to apply for positions.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes substantially	Our externally facing *process* webpages have content aimed directly at international applicants. There is also a sub-page aimed specifically at applicants 'living and working in the UK'. Data shows that around 25% of the Research staff cohort are from the EU/EAA and 25% are international and outside of the EU/EAA.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes substantially	Our externally facing *process* webpages include the University's equality badges, which are an indicator of our commitment to equality, diversity and inclusion. There is an embedded sub-page on ED&I (under 'Working With Us) and a link to the University's Equality, Diversity and Inclusion webpages (four clicks away from the Job Vacancy landing page).
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	We are a world leading research intensive institution and seek to not only attract the best researchers but also to provide working conditions that are attractive to them. Our externally facing *process* webpages includes summaries of 'the benefits of working with us' and 'relocating to Southampton'. Successful candidates are issued an employee welcome pack.
10. Do we have means to monitor whether the most suitable researchers apply?			x	Yes partially	Our Concordat submission process and evidence gathering, biennial participation in CEDARS (previously CROS), and annual appraisal moderations all serve as monitoring systems.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	Yes completely
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)]	x	x		Yes completely	HR webpages re benefits / organisation, professional development and career paths all available externally. All adverts have JD and person spec attached. Adverts state type of contract, department etc. Adverts state application procedure, closing date
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?				Under review	We are currently reviewing how we advertise academic vacancies and will update this when the review has been completed
14. Do we make use of other job advertising tools?	x	x		Yes completely	Yes completely - Roles are advertised on UoS website and jobs.ac.uk. Managers can request other advertising media that may be relevant
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes completely	Yes completely - Candidates apply via an easy to use automated system.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes completely	Clear guidance on recruitment webpages https://sotonac.sharepoint.com/teams/Recruitment/SitePages/Interview-Plan.aspx Statistics on the composition of panels

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes Completely	Yes see recruitment webpages Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	Yes substantially	Where possible
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 completely	https://sotonac.sharepoint.com/teams/Recruitment/SitePages/Selection-and-offer.aspx We have clear written guidelines

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	Yes this is through the automated system
21. Do we provide adequate feedback to interviewees?		x		Yes completely	Yes when requested. Feedback is the responsibility of the interviewing manager
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	Yes – candidate can contact recruitment who will then liaise with the relevant manager Statistics on complaints

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substanitally	This is now part of the project management system for the Concordat action plan. We review this OTM-R checklist in preparation for the HR Excethe HR Excellence in Research review process.