AGROTECNIO'S OTM-R POLICY

0. Introduction

A keystone of Agrotecnio's recruitment programs is to make sure that the best candidate is recruited for a research position. Therefore, since its creation in 2013, under the name Centre UdL-IRTA, Agrotecnio is committed to establish and maintain a recruitment process that is:

• Open

• Transparent

• Merit based

In this policy, Agrotecnio is stablishing its recruitment procedures according to the principles and guidelines set by the EC on what an OTM-R system looks like.

1. Develop and put in place an OTM-R policy

It is strongly recommended to develop and implement an OTM-R policy that encourages, in particular, external applicants by:

1. Providing clear and transparent information on the whole selection process, including selection criteria and an indicative timetable;

2. Posting a clear and concise job advertisement with links to detailed information on, for example, required competencies and duties, working conditions, entitlements, training opportunities, career development, gender equality policies, etc.;

3. Ensuring that the levels of qualifications and competencies required are in line with the needs of the position and not set as a barrier to entry

4. Considering the inclusion of explicit pro-active elements for underrepresented groups;

5. Keeping the administrative burden for the candidate to a minimum;

6. Reviewing, where appropriate, the institutional policy on languages.

2. Agrotecnio's OTM-R policy open to everyone

The OTM-R policy is published in an easily accessible place on the institution's website and included in our Welcome Manual, addressing the minimum set of requirements while respecting institutional autonomy and diversity. For those institutions implementing the Human Resources Strategy for Researchers (HRS4R), this is a requirement.

3. Quality control system

A quality control mechanism is stablished. In this process, external reviewers take part within the peer review exercise of the HRS4R.To monitor and assess the extent to which the OTM-R system is being implemented, it is also developed an internal assessment. (Annex1)

4. Adapt the internal OTM-R guide

Clear and explicit rules and procedures for each call are defined, tailored to specifications required to candidates. According to the European Framework for Research Careers which identifies four broad career profiles for researchers, our research categories attend to:

• PhD Fellow: R1 (PhD students or equivalent)

• Post Docs Fellows: R2 (PhD holders or equivalents who are not yet fully independent)

• Senior Researcher: R3 (researchers who have developed a level of independence)

• Principal Investigator: R4 (researchers leading their research area or group)

While the basic principles of openness, transparency and merit should apply to all positions, the procedures are adapted according to each call attending to the level, nature and type of position. The key point is to ensure that the various procedures or derogations are clear, objectively justified and transparent. In line with the principle "Recognition of qualifications" of the Code of Conduct for the Recruitment of Researchers, appropriate assessment and evaluation of the academic and professional qualifications, including non-formal qualifications, skills and competences of all researchers, as well as international and professional mobility are provided.

5. Training and awareness rising within the institution

Even though Agrotecnio does not have a Human Resource Department the Center ensures that appropriate training is provided to all those who are involved in the recruitment process. This should include training on how to brief members of the selection committees. As our calls are international, candidates are assessed in English. This implies that evaluators and staff are trained to deal with processing and evaluating applicants and conducting hiring processes in English.

6. E-recruitment

In order to avoid discriminating against candidates based on their geographical location and/or financial means, "e-recruitment" tools are used, drawing on the experience of existing platforms and tools.

ANNEX 1

	O	T	M	Answer: Yes *completely* / *Yes substantially* */ Yes partially* / *No*	Improvement actions	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	Translate the policy to Spanish and Catalan	• Published in English
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	Change the Recruitment Process when a Human Resources Department is created	• Recruitment guide following the OTM-R principles
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes partially	Our involved staff might attend more training programs in OTM-R	• The Selection Committee components are always aware of OTM-R training programs to assist
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes substantially	Strengthen the dissemination of our calls in our website and social networks	• Applicants number coming from online
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	Continuous self-assessment of the recruitment process	• Research Fellows consolidated

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely		• Share external candidates
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely		• Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes substantially	Not differenced but also not discrimined	• Tendency to share of applicants non discrimining any condition
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely		• Trend in the share of applicants from outside the institution • Overall satisfaction of our calls candidates with the process
10. Do we have means to monitor whether the most suitable researchers apply?				Yes completely		• Satisfaction with the results after the process
Advertising and application phase						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely		• Guidelines are clear with the recruitment policy based in the OTM-R system
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		Yes completely		• Guidelines are clear with the recruitment policy based in the OTM-R system
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely		• Share of job adverts posted on EURAXESS

Question				Assessment	Action	Indicators
14. Do we make use of other job advertising tools?	x	x		Yes substantially	Explore social networks to increase visibility of our offers	• Social network diffusion
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes completely		• Overall satisfaction of our calls candidates with the process
Selection and evaluation phase						
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes completely		• Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely		• Written guidelines, published in the web
18. Are the committees sufficiently gender-balanced?		x	x	Yes substantially	Improve the gender balance in the SSMC	• Gender equality in the R4 positions that compound the SSMC
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		• Written guidelines, published in the web
Appointment phase						
20. Do we inform all applicants at the end of the selection process?		x		Yes completely		• Share of applicants who receive an answer
21. Do we provide adequate feedback to interviewees?		x		Yes completely		• Overall satisfaction of our calls candidates with the feedback given
22. Do we have an appropriate complaints mechanism in place?		x		Yes partially	Complaints procedure might be updated	• Statistics on complaints
Overall assessment						

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	Review assessment process	• OTM-R control panel