

## OTM-R checklist

|   | Open | Transparent | Meritbased | 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          | <b>Yes substantially</b> | Available online in English<br><a href="https://www.inogs.it/en/content/human-resource-strategy">https://www.inogs.it/en/content/human-resource-strategy</a>   |
| Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | X    | X           | X          | <b>Yes substantially</b> | Being a Public Research Institute implies that such procedures follow the National Laws and the National Labour contract of Public Research.   |
| Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | X    | X           | X          | <b>Yes completely</b>    | 3 members of the HR Department + 1 from the management control and support office  |
| Do we make (sufficient) use of e-recruitment tools?   | X    | X           |            | <b>Yes partially</b>     | From 2021 a e-recruitment tool such as elixForms will be definitely available for the processing of all recruitment procedures and practices.  |
| Do we have a quality control system for OTM-R in place?   | X    | X           | X          | <b>Yes completely</b>    | OGS relies on a quality control system for recruitment based on:<br>- quality and transparency evaluation of all types of positions offered by OGS according to the scientific staffing needs;<br>- internal control system to verify compliance with the OTM-R criteria established by the Italian legislation. |
|   |      |             |            |                          |  |

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| Does our current OTM-R policy encourage external candidates to apply?                                       | X    | X           | X          | <b>Yes completely</b> | Access to the profiles of researcher and technologist takes place through a public competition procedure open to the outside, with the possibility of reserving a minority stake of the places for internal staff holding qualification and professional experience. In very limited cases, the direct recruitment was used for figures of high international scientific specialization. |
| Is our current OTM-R policy in line with policies to attract researchers from abroad?                       | X    | X           | X          | <b>Yes completely</b> | OGS invites and admits non-Italian citizens to participate in the Institute calls in the context of national and EU legislation and with the equivalence of qualifications.  |
| Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | X    | X           | X          | <b>Yes completely</b> | The recruitment rules are carefully designed to avoid discriminations by gender, nationality or other, and to guarantee equal access.  |
| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | X    | X           | X          | <b>Yes completely</b> | Respect for merit-based competitions is essential to guarantee the quality of research and innovation. The Trieste Scientific System represents a very attractive, international and inclusive context.  |
| Do we have means to monitor whether the most suitable researchers apply?                                    | X    | X           | X          | <b>Yes completely</b> | The selections already foresee specific technical and scientific requirements for participation. Subsequently, the evaluation done by the selection board definitively identifies the most suitable ones.  |

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| <b>Advertising and application phase</b>   |      |             |            |                       |   |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?   | X    | X           |            | <b>Yes partially</b>  | All jobs are advertised according to a specific template  |
| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | X    | X           |            | <b>Yes partially</b>  | All the relevant elements of the OTM-R are included in our job advertisement. The advertisement process will be further improved in compliance with Italian Laws and regulations. |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | X    | X           |            | <b>Yes completely</b> | All jobs advertisements are published on the Euraxess portal  |
| Do we make use of other job advertising tools?   | X    | X           |            | <b>Yes partially</b>  | OGS institutional website and the National Official Journal of recruitment.   |
| Do we keep the administrative burden to a minimum for the candidate?   | X    |             |            | <b>Yes completely</b> | Administrative burden is mainly related to National rules. Research institutions are allowed to apply a participation fee for competitions; OGS has decided not to apply it.      |
|  |      |             |            |                       |   |

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| <b>Appointment phase</b>   |      |             |            |                       |  |
| Do we inform all applicants at the end of the selection process?                 |      | X           |            | <b>Yes completely</b> | The final results are made available to applicants through the OGS website. Scores and assessments appear in detail for each evaluation criterion.   |
| Do we provide adequate feedback to interviewees?                                 |      | X           |            | <b>Yes completely</b> | Scores and assessments appear in detail for each evaluation criterion. The evaluation of the interviews also appears for each applicant.   |
| Do we have an appropriate complaints mechanism in place?                         |      | X           |            | <b>Yes completely</b> | All applicants may request access to the files of his/her interest, according to national laws. All participants have the right to present an appeal to the Institute or, ultimately, to a Regional Administrative Court.  |
| <b>Overall assessment</b>  |      |             |            |                       |  |
| Do we have a system in place to assess whether OTM-R delivers on its objectives? |      |             |            | <b>Yes completely</b> | There is an upstream legislation that requires strict compliance with the rules of competitiveness, transparency, publicity and selectivity of the competition. There is a periodical National Assessment on the quality of recruitment and career advancement. An internal assessment of OTM-R objectives is carried out each year in the framework of the Strategic plan and the Staff planning, with the support of the Scientific committee. |

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| <b>Selection and evaluation phase</b>   |      |             |            |                       |   |
| Do we have clear rules governing the appointment of selection committees?   |      | X           | X          | <b>Yes completely</b> | Yes, according to the national laws and required scientific skills and expertise, panels are composed by a fixed number of highly qualified national and international experts. |
| Do we have clear rules concerning the composition of selection committees?  |      | X           | X          | <b>Yes completely</b> | There are written and public rules  |
| Are the committees sufficiently gender-balanced?  |      | X           | X          | <b>Yes completely</b> | Gender balance is always considered according to the availability of researchers involved in the specific field requested by the recruitment process.                           |
| 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          | <b>Yes completely</b> | Each call for recruitment includes specific written, clear and transparent criteria of evaluation to which the selection committee shall comply with for a merit-based choice.  |