

## OTM-R Checklist

**Case number:** 2019DE368888

**Name Organisation under review:** Christian-Albrechts-Universitaet zu Kiel

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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.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	Yes, for professorships, see <a href="http://www.berufungen.uni-kiel.de">www.berufungen.uni-kiel.de</a> (in German)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	For collective labor agreements; recruitment guidelines on the intranet; currently under review; for professorships see above

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Faculty secretaries and deans receive training (see action plan item 4.2.1 Recruitment Training for new deans)
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	E-recruitment tool for research positions is currently being developed (see action plan new action E-recruitment for researchers)
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Yes, each recruitment process undergoes quality checks
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Our strategic aim is to attract more researchers external to the university, especially from abroad. This is reflected in our recruitment processes. (E.g. international advertising of vacancies)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Our strategic aim is to attract more researchers external to the university, especially from abroad. This is reflected in our recruitment processes. (E.g. international advertising of vacancies)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Yes, especially for female researchers and researchers with special needs. Standard affirmative action measures are applied in each recruitment process.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Minimum 3-year contracts for doctoral researchers, regular continuing professional development or all research staff, flexible working hours and flexible special leave policies (maternity leave, family care). On-campus childcare facilities.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	All job adverts have to contain clear and precise job descriptions and selection criteria to encourage the most suitable candidates to apply.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	Yes, we have standardized templates for job adverts online and print. In addition for professorships we have internal guidelines: <a href="http://www.berufungen.uni-kiel/de/de/arbeitshilfen-interne-seiten">http://www.berufungen.uni-kiel/de/de/arbeitshilfen-interne-seiten</a>
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 do not always refer to professional development opportunities or career development prospects
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Not all research positions are advertised on Eurexess

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	All vacancies are advertised on the regional public service recruitment portal ( <a href="https://www.schleswig-holstein.de/DE/Service/Buerger/Stellenangebote/stellenmarkt_node.html">https://www.schleswig-holstein.de/DE/Service/Buerger/Stellenangebote/stellenmarkt_node.html</a> ). We also regularly advertise on academics and/or stepstone.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Applications can be submitted by e-mail.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	Yes, for the appointment of professorships the appointment of selection committees is governed by state law.
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	Yes, for the appointment of professorships the composition of selection committees is governed by state law. For all other positions we have clear rules. (e.g. participation of staff council representative and gender and diversity representative)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	Yes, for professorships. For all other positions involvement of gender and diversity officer is mandatory.
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	All candidates have to be systematically assessed against the job requirements and competences.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are automatically informed about the outcome.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Yes, on request.
Do we have an appropriate complaints mechanism in place?			x	+/- Yes substantially	Yes, this is managed by our Human Resources Department.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Standardization and monitoring procedures are planned.