

**Open Transparent and Merit-Based Recruitment of Researchers within the European Research Area**

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| **Open Transparent & Merit Based-Recruitment Checklist** |
|  | **Open** | **Transparent** | **Merit-based** | Answer:Yes completely/Yes substantially/ Yes partially/No | **Suggested indicators (or forms 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. Recruitment procedures are available on the [UL Policy Hub](https://www.ul.ie/policy-hub/) in English under Human Resources. |  |
| 1. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?
 | x | x | x | Yes, the University of Limerick has recruitment procedures for all types of recruitment which are available on the [UL Policy Hub](https://www.ul.ie/policy-hub/). These include -[Recruitment/Appointment Procedures for Academic Staff.](http://www.ul.ie/hr/sites/default/files/docs/Policies%2C%20Procedures%20and%20Forms/Recruitment%20Procedures%20for%20Recruitment%20Appointment%20of%20Academic%20Staff.pdf)-[Recruitment/Appointment Procedures for Research Scholars](http://www.ul.ie/hr/sites/default/files/docs/Policies%2C%20Procedures%20and%20Forms/Recruitment%20Procedures%20for%20Recruitment%20Appointment%20of%20Research%20Scholars.pdf) -[Recruitment/Appointment Procedures for Research Staff](http://www2.ul.ie/pdf/349799239.pdf)-[Recruitment/Appointment Procedures for Support Staff.](http://www.ul.ie/hr/sites/default/files/docs/Policies%2C%20Procedures%20and%20Forms/Procedures%20for%20Recruitment%20Appointment%20of%20Support%20Staff.pdf)-[Recruitment/Appointment of Externally Funded Academic Staff](http://www2.ul.ie/pdf/845779183.pdf)-[Recruitment and Employment Procedures for Hourly Staff](http://www.ul.ie/hr/sites/default/files/HRX006%20Procedure%20for%20the%20Recruitment%20of%20Hourly%20Staff_3.docx) |  |
| 1. Is everyone involved in the process sufficiently trained in the area of OTM-R?
 | x | x | x | The University of Limerick operates interview skills training for selection board members and applicants as part of the annual training schedule. See [Training Programmes and Schedule | UL - University of Limerick](https://www.ul.ie/hr/current-staff/learning-development-and-equal-opportunities/training-programmes-and-schedule)Unconscious Bias Online Training (40-minute programme) was launched in July 2015 and is available via the HR website. See <https://www.ul.ie/hr/elearning> This training is recommended for all staff in particular those who are members of selection boards.The LEAD (Living Equality & Diversity) ELearning Programme is available for all University of Limerick Staff Members to access via the Human Resources Website. This programme is relevant to all staff members, but it will also have particular relevance to staff members who have responsibility for recruitment. The LEAD Programme is a modular learning tool. It has five core modules: Understanding Diversity; What’s it got to do with you? From Compliance to Commitment; Recruitment & Selection and Dignity & Respect. |  |
| 1. Do we make (sufficient) use of e-recruitment tools?
 | x | x |  | The University of Limerick has an erecruitment system through which all positions are advertised. The University of Limerick continues to work to expand the functionality of its erecruitment system.  |  |
| 1. Do we have a quality control system for OTM-R in place?
 | x | x | x | Recruitment activities including OTM-R are integrated in the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard |  |
| 1. Does out current OTM-R policy encourage external candidates to apply?
 | x | x | x | Yes, all vacancies for research staff posts are advertised both internally and externally. Advertising may be posted in the local, national and internationalpress, specialist journals and electronic media as appropriate. In addition, thevacancies may be circulated to selected universities, research institutes or otherappropriate bodies nationally and internationally. All advertisements will beplaced on the University of Limerick’s website. |  |
| 1. Is our current OTM-R policy in line with policies to attract researchers from abroad?
 | x | x | x | Yes, the University of Limerick advertises research posts in the following locations to attract international candidates: [www.euraxess.com](http://www.euraxess.com); [www.researchgatet.net](http://www.researchgatet.net); [www.jobs.ac.uk](http://www.jobs.ac.uk); [www.universityvacancies.com](http://www.universityvacancies.com)  |  |
| 1. Is our current OTM-R policy in line with policies to attract underrepresented groups?
 | x | x | x | The University of Limerick is an equal opportunities employer and committed to selection on merit. |  |
| 1. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?
 | x | x | x | The University of Limerick was awarded the HR Excellence in Research Logo in January 2013 and continues to work to implement the action plan outlined under the [HRS4R](http://www.ul.ie/hr/hr-strategy-researchers-hrs4r) and to provide attractive working conditions for researchers. Full details are available on the HR website. |  |
| 1. Do we have means to monitor whether the most suitable researchers apply?
 |  |  |  | Feedback from both recruiting managers and candidates in recorded in the customer feedback log which is an integral part of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard.As part of the Athena Swan initiative at the University of Limerick recruitment data is reviewed for equality statistics and appropriate action taken as outlined in the [Athena Swan Action Plan](https://www.ul.ie/equality-diversity-inclusion/athena-swan/athena-swan-action-plan).  |  |
| **Advertising and application stage** |  |  |  |  |  |
| 1. Do we have clear guideline or templates (e.g., EURAXESS) for advertising positions?
 | x | x |  | Yes, the research recruitment packs are available on the [HR website (A-Z section](https://www.ul.ie/hr/current-staff/hr-procedures-forms-z)) prepopulated with generic role profiles for each of the research grades to assist the recruitment manager to complete the template:* [Recruitment Pack - Senior Research Fellow](http://www.ul.ie/hr/sites/default/files/RSF012%20Recruitment%20Pack%20Senior%20Research%20Fellow_2.doc)
* [Recruitment Pack - Postdoctoral Researcher](http://www.ul.ie/hr/sites/default/files/RSF013%20Recruitment%20Pack%20Postdoctoral%20Researcher_1.doc)
* [Recruitment Pack - Research Assistant](http://www.ul.ie/hr/sites/default/files/RSF014%20Recruitment%20Pack%20Research%20Assistant_0.doc)
* [Recruitment Pack - Research Fellow](http://www.ul.ie/hr/sites/default/files/RSF015%20Recruitment%20Pack%20Research%20Fellow_1.doc)

Recruitment packs are reviewed by HR prior to advertisement to ensure job descriptions and salary scales are appropriate to the relevant grade of the position |  |
| 1. 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 |  | All University of Limerick advertisements include “additional information for candidates” outlining in detail the recruitment process, benefits available at UL, an equal opportunities statement and information in relation to training available at University of Limerick |  |
| 1. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?
 | x | x |  | Yes, the University of Limerick advertises research posts in[www.euraxess.com](http://www.euraxess.com) to attract international candidates. |  |
| 1. Do we make use of other job advertising tools?
 | x | x |  | The University of Limerick advertises research posts in the additional following locations to attract international candidates.[www.researchgatet.net](http://www.researchgatet.net); [www.jobs.ac.uk](http://www.jobs.ac.uk); [www.universityvacancies.com](http://www.universityvacancies.com)LinkedIn |  |
| 1. Do we keep the administrative burden to a minimum for the candidates (see Chapter 4.4.1 b)
 | x |  |  | UL ensures the administrative burden for the applicant is kept to a minimum and only requests documents when required to make a fair, transparent and merit-based selection of the applicants. Documented evidence of qualifications are requested from successful candidates prior to appointment only. |  |
| **Selection and evaluation phase** |  |  |  |  |  |
| 1. Do we have clear rules governing the appointment of selection committees? (see Chapter 4.4.2 a)
 |  | x | x | Yes, the required composition of the selection board compositions is outlined in the relevant recruitment procedures. |  |
| 1. Do we have clear rules concerning the composition of selection committees?
 |  | x | x | Yes, the required composition of the selection board compositions is outlined in the relevant recruitment procedures. |  |
| 1. Are the committees sufficiently gender-balanced
 |  | x | x | As part of the Athena Swan initiative, 40% female gender representation is now required on all selection boards of four board members and above and 33% for boards of three and under. |  |
| 1. Do we have clear guidelines for selection committees which help judge ‘merit’ in a way that leads to the best candidate being selected?
 |  |  | x | In advance of the interview, the Selection Board will agree a format for interview.This will include the core areas of questioning and approval of an agreed scoring system. The criteria against which candidates will be evaluated will be as stated in the advertisement and information for candidates. |  |
| **Appointment phase** |  |  |  |  |  |
| 1. Do we inform all applicants at the end of the selection process?
 |  | x |  | Yes, the Recruitment Office of the University of Limerick sends letters to all candidates confirming the outcome of the recruitment process. |  |
| 1. Do we provide adequate feedback to interviewees?
 |  | x |  | Candidates may request feedback from the interview process and the HR Representative then sends them the results of their individual scores from the interview process. |  |
| 1. Do we have an appropriate complaints mechanism in place?
 |  | x |  | As part of the HR Quality System any complaints received by the HR Department are logged in the customer feedback log and the corrective and preventative action register (as appropriate) which are integral parts of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard |  |
| **Overall assessment** |  |  |  |  |  |
| 1. Do we have a system in place to assess whether OTM-R delivers on its objectives?
 |  |  |  | Recruitment activities (which includes OTM- R) are integrated in the As part of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard |  |