ICIQ OTMR CHECKLIST

Case Number: 2019ES397266
Name Organization Under Review: Institute of Chemical Research of Catalonia (ICIQ)
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	Open	Transparent	Merit-based	Outcome	Indicators
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, substantially	ICIQ has a new internal recruitment policy that is available in the following website: http://www.iciq.org/about-us/hr-excellence-in-research/ This policy follows OTM-R principles. The next steps will be to create a guide with the different stages of the recruitment and hiring process at ICIQ as well as a FAQs document for the application process.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	No	We have clear guidelines setting out clear OTMR procedures for COFUND and ITN similar projects. For other positions, our internal procedure needs to be adapted to OTM-R principles. These tasks will be carried out during the last semester of 2020 by a working Group, composed of Group leaders, heads of unit and the HR Unit.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes, partially	Human Resources Staff members participating and organizing recruitment processes are trained on a periodic basis. Four of our Group Leaders participated in training actions in 2017 and 2018 that included the OTM-R recruitment process. A new edition of this course is planned for 2020. In 2021, we will organize a training course, directed at everybody involved in the recruitment processes, focusing on unconscious

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					biases in recruitment processes. In addition, HR is always ready to support all the recruitment processes that take place at ICIQ.
4. Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes, substantially	ICIQ has an e-recruitment tool, accessible through its website[1]that we use for all our recruitment processes. The tool has a front and a back-end. Via the front-end, interested candidates find open positions, and may submit their application, uploading the required documentation. Via the back-end, HR staff can access the applications and share them with the hiring managers.
5. Do we have a quality control system for OTM-R in place?	X			Yes, partially	The quality control System for OTM-R is in place for the COFUND Postdoctoral Programme and ITN competitive projects. A quality control system for other recruitment processes is not yet available. We need to design and implement recruitment guidelines that enable us to control the quality of all our recruitment processes.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes, completely	All researcher job vacancies are advertised in English, on our webpage and on the Euraxess webpage. The percentage of external applicants per selection process is higher than 90%
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, completely	All the research positions are in English and are advertised in Euraxess and other international recruitment platforms. Indicator: In 2019, 48% of our researchers were of international origin (43% in 2018). Indicator PhD General Calls: near 90% of eligible applicants are of international origin.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes, substantially	ICIQ is an equal opportunity employer. In 2019, we created a second gender equality plan including several actions to increase the number of women in science. All our job position descriptions are checked to ensure a more inclusive use of language.

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[1] http://www.iciq.org/jobs-grants

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					Indicator: PhD General Call 2019: only 25% of all applicants were female graduates, but an equal number of female and male applicants were hired.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, partially	Salaries for research staff (at all levels) are above the average in Spain. A scientifically stimulating and creative environment encouraging innovation. Intensive training in technical and soft skills, complementary to excellent scientific training. Access to conciliation measures such as a flexible timetable, teleworking, and other measures to allow balancing work and family life.
10. Do we have means to monitor whether the most suitable researchers apply?	X			Yes, partially	Our e-recruitment tool is able to create statistics about some of the applicants' characteristics (gender, age, country, university or research centre of origin, etc.), but monitoring whether the most suitable researchers apply is extremely complicated. Indicator: ICIQ has been ranked consistently as a top institution with respect to excellence in research (http://www.excellencemapping.net/). This can only be achieved if you are able to recruit the most suitable researchers.
ADVERTISING AND APPLICATION PHASE					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes, substantially	Internal recruitment procedure (created in 2017). Templates for job offers available. Supervision of job offers by the HR Unit officers.
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, substantially	Several of ICIQ's job advertisements comply with all the elements foreseen in Chapter 4.4.1 a: The International PhD calls, the COFUND postdoctoral programmes, the ITN programs. The rest of the job advertisements comply with the majority of requirements in Chapter 4.4.1, except description of the salary associated to the position.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes, completely	100% of our job offers are posted on Euraxess.

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14. Do we make use of other job advertising tools?	X	X		Yes, completely	ICIQ uses a variety of tools and channels to disseminate the job offers and international calls such as ICIQ webpage, Euraxess, other national and international advertising tools, universities, chemistry societies and also social networks such as Twitter, Instagram, Facebook and LinkedIn.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes, substantially	Candidates complete the application through our e-recruiting tool, which is very simple and user friendly. Our selection processes ensure a minimum administrative burden for the candidate.
SELECTION AND EVALUATION PHASE					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]			X	No	Selection committees are available for all COFUND and ITN competitive projects, and a few other recruitment processes. In these cases, clear rules governing the appointment of selection committees are available. This, however, does not apply for all positions.
17. Do we have clear rules concerning the composition of selection committees?			X	No	We have clear rules about the composition of the selection committees for those recruitment processes that have selection committees. This, however, does not apply for all positions at ICIQ.
18. Are the committees sufficiently gender-balanced?			X	Yes, partially	In those cases where there is a selection committee, ICIQ complies with gender balance.
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	No	We have clear guidelines to help judge merit in a way that leads to the best candidate being selected in those recruitment processes that have selection committees. This, however, does not apply to all positions at ICIQ.
APPOINTMENT PHASE					
20. Do we inform all applicants at the end of the selection process?		X		Yes, completely	All candidates are informed at the end of the process.

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21. Do we provide adequate feedback to interviewees?		X		Yes, partially	We inform all candidates of the result of the selection process, and we provide information about their strengths and weaknesses to the shortlisted candidates that are interviewed, if they so require.
22. Do we have an appropriate complaints mechanism in place?		X		No	At present, all candidates can contact us through our specific e-mail positions@iciq.es, but an appropriate complaints mechanism is not available.
OVERALL ASSESSMENT					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	No, the assessment system will be created by a working group