

## **OTM-R policy - INSTITUTE FOR ANTHROPOLOGICAL RESEARCH**

### **OTM-R policy**

The Open, Transparent and Merit-Based Recruitment (OTM-R) Policy defines the rationale, scope, procedures, quality assurance measures and responsibilities governing recruitment processes at the Institute for Anthropology Research (INANTRO). The policy incorporates the principles set out in *The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers* and aims to promote good practice throughout all stages of recruitment. INANTRO recognises that transparent, fair and merit-based recruitment is essential for supporting interdisciplinary research careers and maintaining research excellence in a highly regulated national system. OTM-R is a core component of the Human Resources Strategy for Researchers (HRS4R) and seeks to ensure that recruitment procedures lead to the selection of the most suitable candidates, while guaranteeing equal opportunities and fair access for all applicants. The OTM-R policy is subject to regular review to ensure continued alignment with national legislation, institutional strategy and European best practices.

Recruitment of researchers at INANTRO is carried out in accordance with Croatian legislation. The Institute employs three categories of researchers: scientific positions (scientific associate, senior scientific associate, scientific advisor and scientific advisor – permanent position; R3 and R4), associate positions (assistant and senior assistant; R1 and R2), and professional associates (professional associate, senior professional associate and professional advisor). The principles of openness, transparency and merit-based assessment are applied across all researcher categories and positions.

### **PROCEDURES**

#### **Advertising vacant positions for researchers**

All externally advertised researcher positions are published, in line with Croatian legislation, in the Official Gazette, through the Croatian Employment Service, on the INANTRO website and, where relevant, on the EURAXESS platform. Applicants are not required to submit original or translated versions of their qualifications at the initial screening stage, which helps keep the administrative burden for candidates to a minimum. Where applicable, the vacancy notice also states the possibility for external applicants to be interviewed in English.

The application period is determined in line with the applicable national framework and is set so as to allow candidates sufficient time to prepare and submit their applications. Upon submission of their application, candidates receive confirmation of receipt by e-mail, together with clear and transparent information on the recruitment process, including the main stages of selection, the selection and evaluation criteria, and an indicative timetable. Applicants are informed in a timely manner of any significant changes to the planned timeline.

Selection criteria are defined in advance and made available to applicants as part of the vacancy notice or accompanying documentation. These criteria specify required and, where applicable, additional qualifications and competencies, and indicate how candidates' merits are assessed in relation to the position. The transparent presentation of criteria supports merit-based evaluation and consistent decision-making by the selection committee, while allowing candidates sufficient time to prepare for the interview process, including any necessary travel arrangements.

### **Selection procedure**

The composition of the Selection Committee is defined by Croatian legislation and varies depending on the category of the position and the relevant scientific field. Committees are formed in a way that ensures the members, taken together, have the appropriate expertise, experience and competencies to assess candidates in a fair and informed manner. As a rule, the Selection Committee consists of at least three members. Where possible, efforts are made to ensure gender balance within the committee. Depending on the nature of the position and the field, members from other organisational units or external experts may be included to support an objective and well-rounded assessment. The Selection Committee reports to the INANTRO Scientific Council on the selected candidate; in the case of scientific staff, this report is subject to additional approval by an independent body appointed at the national level.

### **Interviewing**

All candidates will be treated equally throughout the recruitment process, with all applications undergoing an initial screening prior to the shortlisting of candidates for interview. Where appropriate, online interviews may be offered to international candidates or to those unable to attend a face-to-face interview.

### **Evaluation of candidates**

The evaluation criteria are aligned with the requirements of the advertised position and serve as the basis for the qualitative and quantitative assessment of candidates. The evaluation is carried out in accordance with Croatian legislation (all categories), national criteria (scientific staff), INANTRO's additional criteria (scientific staff), the Institute's Statute (professional associates), and INANTRO's strategic priorities and institutional needs (all categories). Once the evaluation is completed, the Selection Committee documents its decision in a reasoned report and submits it to the INANTRO Scientific Council. In the case of scientific staff, the selection is subsequently subject to approval by an independent body appointed at the national level.

### **Informing candidates**

All candidates are informed of the outcome of their application through e-mail.

### **Hiring**

All hiring in INANTRO is in accordance with Croatian law. All newly employed staff are informed about their rights and obligations upon appointment.

### **Quality control**

The whole recruitment process is supervised and administered by the HR department and INANTRO's Scientific Council.