

## HR Excellence in Research

# OTM-R Checklist

### OTM-R Checklist

**Case number**

2022HR753995

**Name Organisation under review**

Institute for Anthropological Research

**Organisation's contact details**

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**Date endorsement charter and code**

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## OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	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 completely	Yes - <a href="https://inantro.hr/o-institutu/hr-excellence-in-research/">https://inantro.hr/o-institutu/hr-excellence-in-research/</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	All procedures are aligned with Croatian national legislative.

	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 substantially	All staff is familiar with OTM-R. There is no formal training in the area of OTM-R.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Yes, we use Official Gazette, Croatian Employment Service, EURAXESS and INANTRO website.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	INANTRO's Subdepartment for Legal, Human Resources and General Affairs performs a quality control over OTM-R policy. Head of this subdepartment is also a member of HRS4R INANTRO Working Group.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Job vacancies are advertised to a wide external audience and encourage external candidates to apply.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Job vacancies are advertised in EURAXESS to attract researchers from abroad. However, excluding factor may be a condition of knowing Croatian language that is needed for working in some projects (these are projects in social sciences and humanities in which conversation with people and analysis is planned; projects in biomedicine or natural sciences usually do not have this type of restriction).
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Job vacancies are advertised to a wide external audience and promote equal opportunities.

	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	The OTM-R policy is in line with the HRS4R action plan. The action plan focuses on facilitating opportunities for training, professional development and career advancement for all staff.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Every job vacancy advertisement is tailored in order to attract the most suitable researcher. Applications are evaluated and interviews are conducted by a Committee that has the knowledge, competencies and experience to assess the applications and select the most suitable researcher.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	All procedures are aligned with Croatian national legislation.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Yes, in every job vacancy advertisement, there is a reference to a law, act, regulation or policy that is relevant.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Yes, every research vacancy is posted on EURAXESS.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Besides EURAXESS, job vacancies are advertised in Official Gazette, Croatian Employment Service, INANTRO website, and a daily newspaper.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Administrative burden for an applicant is kept to a minimum by only requiring the necessary documents as set out by the Law.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes, rules governing the appointment of selection committees are prescribed in Croatian law and Regulation on work of Scientific Council of INANTRO.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, rules concerning the composition of selection committees are prescribed in Croatian law and Regulation on work of Scientific Council of INANTRO.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	As rules concerning the composition of selection committees have priority, when these are fulfilled, Scientific Council considers also the gender dimension in composition of committees.
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 completely	Yes - Regulation on Additional Requirements for Recruitment of Researchers.

	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 informed at the end of selection process about the outcome.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	Feedback provided to interviewees is adequate.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes, according to the Croatian Law, applicants have 15 days for filing a complaint.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Yes. Croatian law, INANTRO's guidelines and regulations, OTM-R policy and staff involved create a system that assesses that OTM-R delivers on its objectives.