

OTM-R Revision 2020 (After document "Principles and Procedure for Recruitment" was published in February 2020)	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/Yes partially/No	Suggested indicators (or form 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, completely	Web link
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	10th February a Communication was sent to all the staff with the OTM-R procedures in the Institution. In this Communication, OTM-R official document was also sent. On the other hand, for candidates it's also explained how to apply to all types of positions through Talent Clue. https://www.irsjd.org/en/research/working-at-the-irsjd/
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes partially	We had sent all the detailed procedures to follow by mail. In addition we had planned some training sessions after sending the communication in February 2019 but unfortunately training sessions were stopped for the COVID-19 crisis. We will arrange new dates to online trainings after the crisis (as we are in a hospital environment the priority during this period is to solve the crisis and it's not a good moment to train and implement new processes that requires an extra-effort). It's a priority once the COVID-19 crisis will end.
4. Do we make (sufficient) use of e-recruitment tools?	x			Yes, completely	Yes, since 2020 we are using a Web-based tool for (all) the stages in the recruitment process https://talentclue.com/en Also we are working in the design of an e-recruitment tool more adapted to Research Recruitment Processes.

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5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	The Web-based tool that we are using for the recruitment process it's been an important improvement to control the number of calls, the number of candidates that we receive, to ensure data protection, to centralize communication with candidates...There are several reports that we can analyzed. We have still to improve in the way that the Interview Evaluation is registered in the tool (punctuation system). We are working in developing a new Recruitment tool more specialized in OTM-R principles for 2021/2022.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	Yes, the calls and their bases are published through Talent Clue on the website and other appropriate channels. During 2020 we have received 731 external applications (until 27.07.20)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.2 Calls and announcements" about this point. Some of the ads are published in Euraxess and Linkedin. During 2020, we can see in the Talent Clue report that we have received 62 candidates from 30 different nationalities.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.2 Calls and announcements" about this point. It's also written in each call.
9. Is our current OTM-R policy in line with policies to	x	x	x	Yes, completely	Yes, the OTM-R policy is integrated in the HR Global Action Plan which is focused on provide attractive working conditions for researchers.

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provide attractive working conditions for researchers?					
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	From the HR Dpt we do not monitor this but we have defined a template with a punctuation system evaluation for each category. The selection is done by the Scientific Area according to the criteria The template it's not enough used yet (we haven't done the training yet). When we will have it integrated in the e-tool will be easy to monitor that point.
Advertising and application phase					
11. Do we have clear guidelines or templates or advertising positions?	x	x		Yes, completely	Yes, we had prepared a template to identify requirements and best channels to publish. Once we have this information, we publish the offer following the Talent Clue template. Example: https://careers.talentclue.com/en/node/58547546/4590
12. 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, it's important give visibility to all the principles of the OTM-R policy. Example: https://careers.talentclue.com/en/node/58547546/4590
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, partially	We are publishing some calls but not all of them. We are working in trying to integrate Euraxess in the Talent Clue multiposting function in order to simplify the administrative process. Example: https://www.euraxess.es/jobs/530139
14. Do we make use of other job advertising tools?	x	x		Yes, completely	Yes, through Talent Clue we have the function of multiposting in different platforms as LinkedIn, Schools and other specialized webs.

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15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, completely	Yes, thanks to Talent Clue we are simplifying the administrative part of the process and guaranteeing Data Protection.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes partially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point. Unfortunately, as we have explained in point 3 of this document, we have communicate the rules in february but the implementation of new processes that requires an extra-effort was stopped because the COVID crisis. It's a priority once the COVID-19 crisis will end.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes partially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point. Unfortunately, as we have explained in point 3 of this document, we have communicate the rules in February but the implementation of new processes that requires an extra-effort was stopped because the COVID crisis. It's a priority once the COVID-19 crisis will end.
18. Are the committees sufficiently gender-balanced?		x	x	Yes partially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" we have an specific chapter "3.6 Evaluation and selection commission" about this point and talking about Gender-Balance. Also we have published the Gender Equality Compromise and we are working in the Gender Equality Plan Diagnosis and it's an specific analysis about Recruitment and Gender Equality. The theory should be implemented.

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19. Do we have clear guidelines for selection committees which help to leads to the best candidate being selected?			x	Yes substantially	In the document "GENERAL PRINCIPLES AND PROCEDURE OF SELECTION" it's written. There is an annex specific for candidates evaluation. Now this procedure should be implemented. It's a priority once the COVID-19 crisis will end.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	Yes, thanks to Talent Clue there is a system of automatic feedback
21. Do we provide adequate feedback to interviewees?		x		Yes completely	Yes, thanks to Talent Clue there is a system of automatic feedback
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	Yes, it is written in the general procedure and also it's explained in each job offer. No complaints have been received during the last year.
Overall Assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substantially	We have defined with the Working Group that we should do regular meetings to follow if the system in place delivers on its objectives. Also we will have to integrate in the overall assessment to the Committee Research and we will integrate the procedure in the Quality procedures. We are working on it.