

HR Excellence in Research

OTM-R Checklist

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Case number

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Name Organisation under review

International University Travnik

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their 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 little as 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 in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	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	The IUT OTM-R policy is included in our overall recruitment praxis according to the existing legislation; more info can be found on https://iu-travnik.com/zaposljavanje/ .
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Indicator: available internal guide.

	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 partially	Selection committees are familiar with the selection criteria as defined by the law and internal regulations; there is also a peer-to-peer training of committee members; Indicator: no of training programs.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	IUT uses of all major job advertising portals (www.posao.ba) in BiH and social networks. The candidates can contact and send documents by email. Indicator: use of e-recruitment tool.
Do we have a quality control system for OTM-R in place?	x	x	x	+/- Yes substantially	Internal and external audits checks exist in order to determine whether recruitment rules are in accordance with legal regulations; there are also selection committees' reports with detailed elaboration on selection; Indicator: results of satisfaction survey.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Open positions are made public and published via external recruitment channels: newspapers, social networks, job advertising portals; Indicator: Trend in the share of applicants from outside the organisation.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Our current Recruitment Policy is in line with legal regulations; there are limitations in national legislation; Indicator: Trend in the share of applicants from abroad.

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Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	As an equal opportunity employer we are open to all and there are national laws forbidding any kind of discrimination (based on gender, race, etc.) which also applies to underrepresented groups. Indicator: Share of women in total number of employees Indicator: Trend in the share of applicants among underrepresented groups (frequently women).
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Indicator: Trend in the share of applicants from outside the organisation.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Selection committees select the best candidate; their decision is supported by detailed reports which are presented to and finally adopted by the Senate which approves the recruitment of a researcher; Indicator: Share of eligible candidates.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	There are standard templates in line with national legislation; we do not make use of EURAXESS services, and this requires actions for improvement; Indicator: Trend in use of EURAXESS web site and services.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	Our job advertisements are in line with national regulations and include some of the elements foreseen by the toolkit. Indicator: no of references to elements of the toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	No. But we intend to make use of these services in future; Indicator: no of vacancies at published via EURAXESS.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes. We use written media, social networks, job advertising portals; Indicator: number of tools used.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	There are legal constraints to fully implement this practice.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	There are rules set out in the Statute of the University related to the appointment of the selection committees; these rules include the number of members, their profile and obligations; Indicator: Statistics on the composition of panels.

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Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	The issue is defined by the Statute of the IUT; Indicator: Written guidelines
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	We aim to achieve a merit-based composition of selection committees which are not necessarily always gender balanced; Indicator:gender composition of commissions
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 substantially	In their work selection committees take into account national regulations, job vacancy requirements, interviews, etc. their decision is clearly elaborated in detail and presented to the Senate; Indicator: Written guidelines.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Law on HE defines the right of the candidate to obtain from HE institution information on the selection phase during and post to the selection process; short-listed candidates are invited for an interview; reports of the Senate sessions are public and thus the decision on the appointment of the best candidate; Indicator: number of applicants informed.

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Do we provide adequate feedback to interviewees?		x		-- No	This is not a common practice.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	All IUT units, including the Office for University's Development and Scientific Staff, as well as the Personal Affairs Office, keep a register of complaints. According to the adopted OTM-R policy, candidates have the right to submit a complaint to the Rector of IUT by submitting the appropriate letter, together with an indication of procedural irregularities, within 7 days of receiving a negative decision. According to the Law candidates can complain about the selection process; Indicator: Statistics on complaints
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	Recruitment policy at IUT is defined by the national legislation; internal and external audits monitor the implementation.