

Open, Transparent and Merit-based Recruitment of Researchers



Checklist for Institutions

	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	No	Main regulations in University Act 2002, articles 107, 98 and 99 https://www.ris.bka.gv.at/Dokument.wxe?Abfrage=Erv&Dokumentnummer=ERV_2002_1_120

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	<p>BOKU has a (since 2014) certified quality management system including the different recruiting procedures</p> <p>http://www.boku.ac.at/en/universitaetsleitung/reaktorat/stabsstellen/qm/quality-audit/</p> <p>Additionally, regulations for appointment procedures (latest update 2016), internal agreement for career positions including qualification agreement (2016), internal agreement for career positions for project staff (2016) – all published in Official Bulletin and on</p> <p>http://www.boku.ac.at/personalentwicklung/themen/wissenschaftliche-karriere/</p> <p>University statutes including Plan to Promote Women (2012)</p> <p>http://www.boku.ac.at/fileadmin/data/H01000/H10220/Anlagen/allgemeines/Satzung/Satzung_IV_final.pdf</p> <p>Guidelines for selection (2008)</p> <p>http://www.boku.ac.at/en/pers/personalmanagement/personalauswahl/</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	<p>Explanatory leaflets for selection committees in an enclosure with the transmission of the received applications</p> <p>Trainings so far: unconscious biases (24 participants), legal essentials for appointment procedures (21)</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes substantially	No Web-based tool, but submission by electronic means is accepted
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes completely	There are clear standards and responsibilities, furthermore a detailed report on any particular selection process is mandatory

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	Every scientific job advert is posted on EURAXESS Jobs; there's perceived an increase in external applications (particularly from India, no quantitative evaluation of applications available)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes substantially	Continuous work on our human resources strategy, endeavors on dual career support, international strategy
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Every job posting indicates that BOKU is seeking to increase the number of its female members and therefore, qualified women are strongly encouraged to apply. Women are given priority when qualifications are equal, except in cases where there are outweighing factors concerning another candidate.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	Every job advert emphasizes the human resources strategy for researchers and our efforts to provide attractive working conditions
10. Do we have means to monitor whether the most suitable researchers apply?				Yes partially	Job postings are repeated if there are no suitable candidates; scientific departments and/or groups actively invite suitable candidates to apply

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	General guidelines and templates + a new template (2016) for EURAXESS postings
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 completely	http://www.boku.ac.at/pers/personalmanagement/interne-jobboerse/

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	Every scientific position is announced on EURAXESS
14. Do we make use of other job advertising tools?	x	x		Yes substantially	Earlier standard use of Nature jobs (before it got costly), on demand national and international journals and newspapers; Homepage, job center and alumni mandatory
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes completely	Mail application welcome, no original certificates necessary for the initial application

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 completely	Written guidelines for R 3 and R 4 positions: http://www.boku.ac.at/fileadmin/data/H01000/mitteilungsblatt/MB_2015_16/MB09/Berufungsrichtlinien_08.04.2016.pdf http://www.boku.ac.at/fileadmin/data/H05000/H17900/Betriebsvereinbarung_Qualifizierungsvereinbarungen_inkl._1._Nachtrag.pdf http://www.boku.ac.at/fileadmin/data/H05000/H17100/Personalentwicklung/Wiss._Karrieremodell/BV_und_RL_Wissenschaftliches_Karrieremodell_f%C3%BCr_den_Projektbereich_der_BOKU.pdf all selection committees need to invite equal opportunities working party to any job interview

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	See above
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18. Are the committees sufficiently gender-balanced?		x	x	Yes completely	40 to 50 % quota of women mandatory for R 3 and R 4 positions, other committees still need to inform equal opportunities working party
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	Yes completely	See above mentioned guidelines, they include descriptions of our general competency profiles: Research performance, teaching skills, acquisition of funding, international portfolio, management, societal and social skills

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	Done by personnel department
21. Do we provide adequate feedback to interviewees?		x		Yes completely	Done by recruiting department
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	In case of discrimination there is a clear complaints mechanism from equal opportunities working party to arbitration board http://www.boku.ac.at/besondere-organe-und-einrichtungen/arbeitskreis-fuer-gleichbehandlungsfragen-akgl/rechte-und-aufgaben-des-arbeitskreises/ http://www.boku.ac.at/en/besondere-organe-und-einrichtungen/schiedskommission/

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substantially	Our legal framework, internal regulations and common procedures allow exclusively open and merit-based recruitment. But we should work on the external transparency of our recruitment procedures.