

Institute of Geography and Spatial Organization PAS, OTM-R Checklist

	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	https://www.igipz.pan.pl/tl_files/igipz/instytut/aktualnosci/euraxess/OTM-R_Checklist_IGSO_PAS.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	A number of procedures at hand are in line with the OTM-R policies. The Institute plans to perform full alignment.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, partially	The staff involved in the process takes part in HR Excellence trainings which provide knowledge concerning the OTM-R.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes, substantially	Although the Institute does not have an internal e-recruitment tool, the recruitment process is electronically managed.
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	The Institute plans to modernise its recruitment process so as to assure that the OTM-R procedures are duly executed.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	The Institute's research posts are open for external and internal candidates and are published on the Euraxess as well as external websites.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, partially	Employment of foreign scientists in international research projects is an upward trend.

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, partially	The Institute encourages members of underrepresented groups to apply for available positions offering convenient working conditions.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	The Institute uses its best efforts in order to attract employees with the most adequate qualifications for research positions for external and internal candidates, creating convenient working conditions i.e. additional remuneration, professional development, health and safety etc.
Advertising and application phase					
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, substantially	The Recruitment Committees consist of experts in a given field of science. The key recruitment criteria are the applicant's competences.
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	Yes, completely	All research positions are advertised on the Euraxess and external websites in accordance with current templates.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	No	The Institute plans to develop relevant mechanisms.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes, substantially	All the job positions are published on the Euraxess website.
14. Do we make use of other job advertising tools?	x	x	x	Yes, substantially	Job positions are also published on external websites.
15. Do we keep the administrative burden to	x	x	x	Yes, substantially	The Institute makes best efforts to use the electronic means in order to decrease the administrative burden to a minimum. Paper documents are

a minimum for the candidate?					required only from the successful applicant.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	Yes, substantially	The composition of the recruitment committees meets most of the requirements described in the OTM-R guidelines. External experts participate in the selection process of the interdisciplinary Doctoral Schools of which the Institute is a member.
17. Do we have clear rules concerning the composition of selection committees?	x	x	x	Yes, completely	All selection committees are balanced in terms of gender and age.
18. Are the committees sufficiently gender-balanced?	x	x	x	Yes, completely	All selection committees are gender balanced.
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	x	x	Yes, partially	Although, there are no written guidelines, the selection committees always consist of experts in relevant scientific fields.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	Yes, completely	The candidates are personally informed via phone regarding the selection results.
21. Do we provide adequate feedback to interviewees?	x	x	x	Yes, partially	Applicants to the Doctoral Schools receive written feedback.
22. Do we have an appropriate complaints mechanism in place?	x	x	x	No	The Institute plans to develop relevant mechanisms.
Overall assessment					
23. Do we have a system in place to assess	x	x	x	Yes, partially	Apart from the works of the HR Strategy Implementation Committee, the Institute plans to develop further relevant mechanisms.

whether OTM-R delivers on its objectives?					
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