Open, Transparent and Merit-based Recruitment of Researchers

OTM-R

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	Yes substantially	http://employment.ku.dk/ http://ism.ku.dk/ Guidelines on recruitment and appointments at the University of Copenhagen

2.	Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	Danish laws, internal policies and guidelines together clear out OTM-R procedures and practices for all types of positions. Published and on the intranet. Danish public Administration Act, Ministerial Order on the Appointment of Academic Staff at Universities, Job structure for academic staff at universities, career, gender and quality action plan, assessment guidelines, guidelines on tenure track guidelines, guidelines on recruitment and appointment, assessment of ineligibility etc.
3.	Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes Partially	Everyone working with HR participate in courses on recruitment, for example, practical law issues and recruitment of academic staff, collective agreements and contracts. OTM-R principles are also included indirectly in UCPH's management training programs.
4.	Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	Acquisition and implementation of "HR-Manager" in May 2017 for the whole recruitment process. There is a link in the job advertisements.
5.	Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	HR ensures that the research positions are advertised openly, as well as the establishment of a search for all Faculty academic staff positions. The entire process can be controlled in the HR Manager
6.	Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	http://employment.ku.dk/ http://ism.ku.dk/ (International Staff mobility homepage) The majority of candidates are external.
7.	Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes substantially	The share of applicants from abroad to all research positions has increased from approximately 50 % in 2013 to 75 % in 2016
8.	Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	The share of female applicants was approximately 33 % in 2016. http://mangfoldighed.ku.dk/english/hoejrebokse/ku-report-on-career-gender-and-quality/Report_on_Gender_Career_Quality_2016_EN.pdf

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	Working conditions are very important at UCPH. The personnel policies is available for applicants http://personalepolitik.ku.dk/english/personnel_policies Salary, working hours etc. follows the job structure for academic staff at universities and the relevant agreements between the Danish state and the Trade Unions.
10. Do we have means to monitor whether the most suitable researchers apply?				Yes substantially	We monitor how many applicants we have for the positions. And we can also monitor how many of the shortlisted candidates who are qualified.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	Templates are in the new IT system HR-Manager
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 substantially	In advertisement on Tenure Track the professional development opportunities and career development prospects are always mentioned. Candidates can read about the development opportunities at http://employment.ku.dk/ and on http://ism.ku.dk/ (International Staff Mobility)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	All faculty research positions are published on EURAXESS. In 2014 33% of the researchers were foreign, in 2016 36% of the researchers were foreign.
14. Do we make use of other job advertisement tools?	x	x		Yes completely	LinkedIn, Academic positions, Nature jobs, University positions, Science Career etc. UCPH also participates on recruitment exhibitions in Europe and the rest of the world (Nature Jobs Career Expo etc.)
15. Do we keep the administrative burden to a minimum for the candidate (see Chapter 4.4.1 b)	x			Yes completely	By implementation of HR-Manager for Researchers in May 2017 the number of copies required is reduced to a minimum, and the candidates are informed on the whole process.

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	Policies for appointments and assessment committees' processes in recruiting scientific personnel at the University of Copenhagen (attached), and in the ACTION_PLAN_FOR_CAREERS_GENDER_AND_QUALITY_.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	As far as possible, such committees should comprise bothmen and women. For faculty and management positions, there must as far as possible be an equal distribution between men and women. ACTION_PLAN_FOR_CAREERS_GENDER_AND_QUALITY_.pdf
18. Are the committees sufficiently gender-balanced?		x	x	Yes substantially	60% of the committees had an equal gender representation in 2016.
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	Policies on scientific recruitments (attached), and ACTION_PLAN_FOR_CAREERS_GENDER_AND_QUALITY_.pdf

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes completely	By HR-Manager
21. Do we provide adequate feedback to interviewees?		x		Yes completely	All candidates receive an explanation of a rejection giving the criteria that have been emphasised in the selection.

22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	UCPH receive very complaint yearly on the recruitment process. Controlling is performed by access to consultation and right to objections in connection with the composition of assessment committees and by the right of appeal. The Danish Public Administration Act gives you have the right to complain to a higher authority about decisions made by the public administration. In addition, a controlling system is being established in connection with the new HR organization.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes substantially	The different steering groups and reference groups measures and reviews statistics on development, e.g. in relation to gender, and the development within the Tenure track at all OTM-R parameters.