

EURAXESS

OTM-R Checklist

Case number

2021FR708641

Name Organisation under review

UNIVERSITY OF ROUEN NORMANDY / UNIVERSITE ROUEN NORMANDIE

Organisation's contact details

Rue Thomas Becket, Mont Saint Aignan, 76821, France

Date endorsement charter and code

16/11/2021

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	-- No	There is no URN recruitment policy online on the university's website. The only information that can be found is information from the websites of the ministries that contain French legislation and its application guidelines. URN publishes its social balance sheet annually. Areas for improvement: Draft and publish the institution's recruitment strategy in accordance with OTMR principles. Indicator: The policy is published: y : https://www.univ-rouen.fr/university-of-rouen-normandy/research/hrs4r-label-the-human-resources-strategy-for-researchers/ (june 2023)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	There is no internal guide describing the processes related to recruitment specific to URN. Elements regarding the recruitment of permanent staff are included on the website. Areas for improvement: Draft a recruitment guide for managers and members of the management committees bringing together URN's recruitment strategy, its OTM_R policy and the various procedures for tenured and contract staff. Draft a recruitment guide for candidates Indicator: The guides are published: y/n
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	HRD staff are professionals. As far as the members or chairpersons of the recruitment committees are concerned, there is no training offered at URN. A chapter of the training plan is devoted to preparing for public service competitions. Areas for Improvement: Training for recruitment committee chairs. Training for recruiters Drafting a recruitment guide Indicators : Training offered (list) Number of sessions and participants Rate of jury members acknowledging that they have been trained. Publication of the recruitment guides : y/n

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	<p>Job offers are posted on institutional platforms for permanent positions. These platforms cover all official phases of the competitions. For contract research staff, publication is more random and depends on the research unit. There is no dematerialised platform. It is not centralised. Areas for improvement : Procedure for publishing offers for contractual and permanent staff.</p> <p>Publication of offers on Euraxess. Creation of a harmonised recruitment platform. Indicators : List of channels used and usage Number of publications on Euraxess</p>
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	<p>No This is one of the challenges of the action plan and the implementation of a quality approach to the recruitment process.</p> <p>Indicators : Follow-up of recruitment procedures. Feedback on each recruitment from the recruiters.</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	<p>Our recruitment policy does not particularly take into account external candidates. When it comes to competitive examinations, the positions are published on departmental sites which are public. Areas for improvement : Systematically translate offers into English via all ad hoc channels. Implementation of an integration process for researchers.</p> <p>Indicators : number of offers published number of offers published in English number of offers published in French and in English The aim is to increase the rate of publication of job offers in English and in French/English Process established : y/n</p>
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	<p>The university respects French legislation and its application circulars. An effort should be made to publish positions in French and English on the URN website and on Euraxess</p> <p>Areas for improvement : Publication of posts in French and English on the URN website. Extend the channels for publishing positions on Euraxess at least. Create a procedure for welcoming researchers from outside the URN and post it in French and English</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	URN follows French law which does not allow this type of discrimination. The university does not yet display its recruitment policy. It would be necessary to train recruiters on the biases that exist during recruitment, to discourage self-censorship on the part of some. URN has an Equality-Diversity action plan with some actions related to this theme. Areas for improvement : Integration of the Equality-Diversity action plan and the disability master plan for actions concerning HRS4R. Indicators : Rate of completion of action plans
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The CT and the CHSCT are regularly consulted and contribute to the development of a health and safety and working conditions action plan, and a quality of life at work action plan. Areas for improvement : Finalise the QVT approach. Integration of these action plans for all or parts relating to HRS4R Indicators : QVT action plan created: y/n Rate of completion of action plans

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	No at the level of an (inter)national pool of potential candidates. Yes at the level of candidates applying and submitting a file: this is the purpose of the selection. Areas for improvement : Disseminate job offers as well as possible. Enhance the attractiveness of the URN Indicators: Channels of publication of positions. Plan to develop URN's attractiveness. Monitoring the rate of foreign applicants
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	For EC jobs, they are published on the Galaxie platform, which imposes the format of the job description. This job description is the basis of the files and is completed according to the body in which the file is studied. This form should also be published in English and on Euraxess Indicators: Publication of job descriptions in English and French. Publication of job offers on Euraxess Publication of processes in English Annual publication rates

	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 substantially	Information requested on national sites such as galaxie is completed. Areas for improvement: Positions could be published according to the European classification of researchers R1 to R4. Areas for improvement : Draft a recruitment guide for candidates in French and English. Indicators : Edition of the guide y/n
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	The jobs are published on Euraxess at the initiative of the research units. The job descriptions are based on the Galaxie job description, which may have some similarities with Euraxess. Areas for improvement : Establish a publication procedure that respects French legislation and the rules pertaining to Euraxess. Indicator: published procedure: y/n
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	The jobs are published via the official channels (Galaxie for EC, BIEP and pole emploi for research engineers. They are also published on the URN website. These lists are public and accessible. Areas for improvement : Establish a procedure for publishing positions in accordance with the legislation, using the maximum number of possible channels of dissemination for tenured and contract staff. Texts in French and English. Indicator: procedure published y/n

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	The application procedures are dematerialized on the national platform galaxie for the full EC. For the moment, URN does not have a dematerialized procedure for engineers, doctoral students, post-doctoral students and contractuels. Areas for improvement : Dematerialisation of procedures Indicators Dematerialised procedure y/n Does it cover all cases? y/n
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The constitution of selection committees during competitions is governed by French legislation. It is less clear for contractual staff where recruitment will depend on the department or research unit. Areas for improvement : Establish a recruitment procedure for non-permanent staff. Remind them of the legislation Indicators : Edition of the recruitment guide y/n
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	The composition of selection committees for competitions is governed by French legislation. It is less clear for contractual staff where recruitment will depend on the department or research unit. Areas for improvement : Establish a recruitment procedure for non-permanent staff. Remind them of the legislation Indicators : Edition of the recruitment guide y/n

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The composition of selection committees for competitions is governed by French legislation. It is less clear for contractual staff where recruitment will depend on the department or research unit. Areas for improvement : Establish a recruitment procedure for non-permanent staff. Remind them of the legislation Indicators : Edition of the recruitment guide in French and in English : y/n
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	Recruiters have an evaluation grid. Areas for Improvement: Training for committee chairs Training for recruiters Indicators: Number of trainings and people trained.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	No, only candidates who request it have information. For competitions, the results are posted on the ministerial website. Room for improvement : Integration of this phase in the recruitment process Indicators : Publication of the recruitment procedure o/n Integration of the information phase into the process

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	No, only candidates who request it have information. For competitions, the results are posted on the ministerial website. Room for improvement : Integration of this phase in the recruitment process Indicators : Publication of the recruitment procedure o/n Integration of the information phase into the process
Do we have an appropriate complaints mechanism in place?		x		-- No	No, there is no procedure specific to the institution, however these processes exist and are provided for by the legislation: appeals to the courts, CNESER Suggested improvement: Create an appeal process Indicator : Created process y/n
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	No Areas for Improvement: Create the process Indicators: Process create y/n HRS4R action plan completion rate