



Open, Transparent and Merit-based Recruitment of Researchers (OTM-R System) - checklist

	Open	Transparent	Merit-based	Compliance of KU procedures with OTM-R: - Yes, completely - Yes, substantially - Yes, partially - No	Measures to be taken
OTM-R system – general provisions					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x		Yes, substantially	Publication of OTM-R rules in force at KU on the school's website.
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	No action required. (Indicator - internal regulations in force at KU)
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, substantially	Training in recruitment procedures and regulations in force at KU (compliant with OTM-R) for those involved in the recruitment process. At least one training session every 2 years.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, substantially	Increased use of e-recruitment tools.



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5. Do we have a quality control system for OTM-R in place?	x	x	x	No	Establishing a quality control system in relation to the recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	No action required. (Indicator - trend in the share of applicants recruited from outside the organisation)
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, partially	Increased number of notices published in English on www.euraxess.com .
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	Reference to regulations regarding the prohibition of discrimination against any group in official documents published on the Internet. Action completed.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	No action required. (Indicator - trend in the share of applicants recruited from outside the organisation)
10. Do we have means to monitor whether the most suitable researchers apply?				No	Establishing a system for monitoring the quality of candidates.
Advertising and application phase					
11. Do we have clear guidelines or templates for advertising positions?	x	x		Yes, completely	No action required. (Indicator - internal regulations in force at KU)



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	Amended internal regulations in force at KU. Action completed.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	Publishing each job advertisement on www.euraxess.com. Increasing the share of applications filed by foreign candidates. Action completed – KU introduced the rule in internal regulations
14. Do we make use of other job advertising tools?	x	x		Yes, completely	No action required. (Indicator - trend in the share of applicants recruited from outside the organisation)
15. Do we keep the administrative burden to minimum (see Chapter 4.4.1 b)?	x			Yes, completely	No action required. (Indicator - share of positive assessment of the recruitment 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	No action required. (Indicator - internal regulations in force at KU)
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	No action required. (Indicator - internal regulations in force at KU)
18. Are the committees sufficiently gender-		x	x	Yes, substantially	Share of women in committees



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balanced?					
19. Do we have clear guidelines for selection committees which help judge 'merit' in a way that leads to the best candidate being selected?			x	Yes, completely	Amended internal regulations in force at KU. Action completed.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, substantially	Amended internal regulations in force at KU.
21. Do we provide adequate feedback to the interviewees?		x		Yes, substantially	Amended internal regulations in force at KU.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, substantially	Amended internal regulations in force at KU.
Overall assessment					
23. Do we have a system in place whether OTM-R delivers on its objectives?				Yes, partially	Developing and introducing a system for assessing the attainment of OTM-R objectives at KU.

WARSAW, 11.02.2019