

TEMPLATE 3 – OTM-R Checklist

Case number: 2019HR407960

Name Organisation under review: University of Split (UNIST)

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OTM-R Checklist

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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. As part of the University of Split HRS4R subpage documents developed and recommended for use in recruitment of employees are published. http://www.unist.hr/en/science-and-innovation/hrs4r
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	--	Not yet created. The legal department is developing the guidelines which will incorporate OTM-R procedures and principles.

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Regulations regarding the procedure of recruitment for researchers are available to all people involved in recruitment processes and HR staff is available for resolving any outstanding issues.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	We use EURAXESS and other National online tools for publishing the open positions. There is no web-based tool for all the stages of the recruitment process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Quality control for OTM-R is integrated in the procedure. Supervision of the whole recruitment process is administered by the HR department. The committee writes a report on all candidates and makes a recommendation. The recommendation is approved at the level of Faculty Council (or equivalent body for the departments) for levels from PhD student to Full Professor. In case of the Full Professor position the additional approval of University Senate is required.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	UNIST encourages external applications though publication in EURAXESS, and also in daily papers and Narodne Novine (Official Gazette) University has made a decision to start following the number of applicants from outside the institution. Trend in the share of applicants from outside the institution.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Yes. National measures encourage the return of Croatian and foreigner researchers from abroad (Decision on the approval criteria for employment of the returning scientists at public universities and scientific institutes in the Republic of Croatia. July 3, 2012 and August 30, 2018) The Croatian EURAXESS Centre and Local Contact Points provide free and customized assistance to all

					<p>mobile researchers and their families seeking advice on issues related to their ingoing and outgoing mobility.</p> <p>University has made a decision to start following the number of applicants from abroad from academic year 2019/20.</p> <p>Trend in share of applications from abroad.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>UNIST does not have a separate policy to attract underrepresented groups. No group of people is discriminated against, women or any other groups. UNIST is attentive to have equal conditions in the selection procedure. The law on professional rehabilitation and hiring of disabled persons encourages hiring and work of people with disabilities.</p> <p>University has made a decision to start following the number of women and persons with disabilities among applicants at different levels from academic year 2019/20.</p> <p>Trend of share of applicants among women and persons with disabilities at different levels.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x		<p>All employees have health insurance and pension benefits.</p> <p>In accordance with the employment contract, the institution provides working conditions for all employees.</p> <p>All researchers have an access to all databases that the University is subscribed to.</p> <p>University is working continuously on improving the conditions for teaching and research by procuring new equipment, renovating and extending classrooms and offices.</p>

10. Do we have means to monitor whether the most suitable researchers apply?				-/+	All job announcements have to contain clear and precise job descriptions and selection criteria to encourage most suitable candidates to apply. The reports on all the candidates are available for all members of the Faculty Council.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes, we use EURAXESS. Additionally, there are set templates for advertising job positions at the Croatian Employment Service and <i>Narodne Novine</i> (Official Gazette).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Our job announcements are in line with national regulations and include some of the elements foreseen by the toolkit (EURAXESS). Additional references are included in EURAXESS.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Under the Law on Scientific Activity and Higher Education (Article 40), an appointment to a research position within public scientific research organisations must be based on a public competition, published in the Official Gazette of the Republic of Croatia, on the official internet website of the scientific research organisation as well as on the official Internet website for job vacancies of the European Research Area (i.e. the EURAXESS Jobs portal). The deadline for submission of applications has since Croatian accession to the EU been at least 30 days.
14. Do we make use of other job advertising tools?	x	x		+/+	In addition to EURAXESS, UNIST uses all national job advertising tools. All jobs position are published in the Institute's website (in Croatian), <i>Narodne Novine</i> (Official Gazette) and the Croatian Employment service (HZZ), and at least one newspaper.
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/-	This is currently not regulated, but will be a part of the Guidelines that are being prepared.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	x	x	X	+/+	Yes. They are regulated by the Law on Scientific Activity and Higher Education and the Statute. (??)

17. Do we have clear rules concerning the composition of selection committees?	x	x	X	+/+	Yes. They are regulated by the Law on Scientific Activity and Higher Education and the Statute. (??)
18. Are the committees sufficiently gender-balanced?		x	X	-/-	Gender balance is not taken into account in committees' composition.
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	+/+	The statute of the University of Split includes sections that define procedure to ensure the best candidates being selected (see, in particular, art. 124).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/+	All applicants are informed in written form about the outcome of the selection process.
21. Do we provide adequate feedback to interviewees?		x		+/-	Yes, the expert board shall make a report on each candidate (art. 123, statute of the University of Split) for the Faculty council or equivalent body at the department level. The candidates have right to inspect all the relevant documents, including these reports.
22. Do we have an appropriate complaints mechanism in place?		x			The candidates have right to appeal to State inspectorate for work and to Administrative court.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	Overall assessment will be conducted by the HRS4R working group which will provide a yearly report to the Centre for Quality of the University of Split.