

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list¹

OTM-R checklist for organisations

	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	++	[https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf] Appointment procedure for teaching posts at the university of Gothenburg [https://www.gu.se/en/work-at-the-university-of-gothenburg] Work at the university
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	x	x	+/-	GAP: Internal guide for the recruitment process under development. (See GAP-analysis) The recruitment process map – the recruitment process [https://www4.gu.se/doc/2014/pa2/#/model=e3963393-392f-4343-b98f-87edcb85d676] E-recruitment tool – supports the process and provides templates

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	<p>Skills development [https://medarbetarportalen.gu.se/kompetensutveckling/?languageId=100001]: Offers courses in recruitment (in Swedish) for all managers, HR-officers and others involved in the recruitment process.</p> <ul style="list-style-type: none"> - The recruitment process - E-recruitment tool and process - KBR (competence-based recruitment) <p>Regular meetings/network between HR-unit and;</p> <ul style="list-style-type: none"> - Academic Appointments Board officers - HR-officers
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>Vacancies [https://www.gu.se/en/about-the-university/work-at-the-university-of-gothenburg/vacancies] E-recruitment tool – Including guide on How to apply. Supports the process and provides templates.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	<p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf] Preparations prior to the appointment of teachers (3) and Decision makers (6) Appeals (7).</p> <ul style="list-style-type: none"> - Academic Appointments Board to conduct the preparatory work for teaching posts.

					<ul style="list-style-type: none"> - Officers with specialised knowledge of the rules and regulations are linked to the Academic Appointments Board. - Experts should normally be applied when recruiting for indefinite-term posts that require research and/or artistic expertise. - Decisions regarding the appointment of full professors, adjunct professors and visiting professors are made by the Vice-Chancellor and may not be delegated. - Decisions regarding the appointment of teachers besides full professors, adjunct professors and visiting professors are made - in accordance with the Rules of Procedure and Delegation of Authority Policy adopted by the University Board - Appointment decisions made by the University, may be appealed to the Higher Education Appeals Board. <p>E-recruitment tool – Supports the process and provides templates and reports.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	<p>All vacant positions must be published at Work at the university [https://www.gu.se/en/work-at-the-university-of-gothenburg]</p> <p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf]</p>

					<p>Announcement of the post (2.2). The E-recruitment tool does not support the suggested indicator. However, recruitment and skills supply are followed up in the Operations dialogues and in the Annual report.</p> <p>Planning and Follow-up [https://medarbetarportalen.gu.se/organisation/vison-2021-2030/planering-uppfoljning/?languageId=100001]</p> <p>Indicators (SWE) [https://medarbetarportalen.gu.se/Organisation/vison-2021-2030/planning-follow-up/indikatorer-for-arlig-uppfoljning/]</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	<p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf]</p> <p>Announcement of the post (2.2).</p> <p>Work at the university [https://www.gu.se/en/work-at-the-university-of-gothenburg] Information about the university and benefits.</p> <p>The E-recruitment tool does not support the suggested indicator. However, recruitment and skills supply are followed up in the Operations dialogues and in the Annual report.</p>

					<p>Planning and Follow-up [https://medarbetarportalen.gu.se/organisation/vison-2021-2030/planering-uppfoljning/?languageId=100001]</p> <p>Indicators (SWE) [https://medarbetarportalen.gu.se/Organisation/vison-2021-2030/planning-follow-up/indikatorer-for-arlig-uppfoljning/]</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf]</p> <p>The recruitment process (2.)</p> <p>E-recruitment tool – supports the process and provides standardized templates (default text) for job ads.</p> <p>Indicator/Annual Report; share of women in the total number of employees for each type of position.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	<p>The E-recruitment tool does not support the suggested indicator. National legislation, national and local collective agreements (insurances and benefits) apply to all employees at UGOT (regardless of employment form).</p>
10. Do we have means to monitor whether the most suitable researchers apply?				++	<p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf]</p>

					Announcement of the post (2.2). Academic Appointment Board (3.1) and Experts (3.2). Appeals (7.)
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	<p>According to national legislation. Employment ordinance (SWE) [https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/anstallningsforordning-1994373_sfs-1994-373] Notification of posts (section 6)</p> <p>Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf] Announcement of the post (2.2).</p> <p>E-recruitment tool – supports the process and provides standardised templates for job ads.</p>
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) of the OTM-R expert report ²]	x	x		++	<p>The announcement for the post include requirements and other relevant information. Work at the university [https://www.gu.se/en/work-at-the-university-of-gothenburg] Information About the University, benefits & insurances, and Welcome Services.</p> <p>Vacancies [https://www.gu.se/en/about-the-university/work-at-the-university-of-gothenburg/vacancies] - Help for applicants (How to apply)</p>

² <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Seamless access to publish job ads at EURAXESS through the E-recruitment tool
14. Do we make use of other job advertising tools?	x	x		++	Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf] In addition to mandatory publication sites there is a free choice of means of publication (2.2).
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) ⁴⁵]	x			++	E-recruitment tool with standardised application forms. The applicant will get a user account. If applied for the same type of position before, attached documents will appear (to be used or removed) in the new application. Easy to upload document and text Possibility to subscribe for vacant positions at UGOT.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) ⁴⁵]		x	x	++	Rules of Procedure [https://medarbetarportalen.gu.se/digitalAssets/1785/1785355_arbetsordning-vid-goteborgs-universitet-2020-12-07-eng.pdf] The Faculty Boards responsibilities (6.1) Academic Appointments Board (6.1.5)
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Rules of Procedure [https://medarbetarportalen.gu.se/digitalAssets/1785/1785355_arbetsordning-vid-goteborgs-universitet-2020-12-07-eng.pdf]

					Academic Appointments Board (6.1.5) Appointment Procedures for Teachers (SWE) Academic Appointments Board (3.1)
18. Are the committees sufficiently gender-balanced?		x	x	++	Appointment Procedures for Teachers (SWE) Academic Appointment Board (3.1) Higher Education Ordinance [https://www.uhr.se/en/start/laws-and-regulations/laws-and-regulations/the-higher-education-ordinance/#chapter4] Gender equality among representatives (4:5)
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	++	Appointment Procedure for teaching posts at the University of Gothenburg (SWE) [https://medarbetarportalen.gu.se/digitalAssets/1803/1803446_appointment-procedure-gu-2022-38-eng-2022-02-17.pdf] The recruitment process (2.) including employment profile and assessment criteria, Preparations prior to the appointment of teachers (3.).
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	All applicants receive an e-mail from the E-recruitment tool.
21. Do we provide adequate feedback to interviewees?		x		+/-	GAP: Internal guide for the recruitment process (including feedback) under development. (See GAP analysis) All applicants receive an e-mail from the E-recruitment tool including information about who to contact for further information.

					Public Access to Information and Secrecy Act (2009:400) [https://www.regeringen.se/informationsmaterial/2009/09/public-access-to-information-and-secrecy-act/] Anyone is entitled to request documents and applications from all recruitment processes.
22. Do we have an appropriate complaints mechanism in place?		x		++	All applicants receive an e-mail from the E-recruitment tool including information about How to make an Appeal.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	The University shall develop planning and follow-up processes with the vision, goals and strategies as a point of departure. Planning and Follow-up Operational dialogues [https://medarbetarportalen.gu.se/Organisation/vision-2021-2030/planning-follow-up/Operations+dialogues/]