

# EURAXESS

## OTM-R Checklist

**Case number**

2023RO94290

**Name Organisation under review**

New Europe College

**Organisation's contact details**

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**Date endorsement charter and code**

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## 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	++ Yes completely	NEC has a formal OTM-R policy, which is published in English only.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	As a small research institution and with a limited number of vacancies, NEC uses the same OTR-R policy guide for all types of positions. This has been drafted in 2024 and communicated to the staff.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/- Yes substantially	Selection and Appeals Committee members, as well as HR personnel, are informed of the relevant guidelines and their inclusion on such committees is linked to such experience in OTM-R procedures. HR personnel receive regular training on the OTM-R. This has not yet been done on an annual basis.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	All open positions are advertised online on our website and on relevant platforms such as jobs.mcid.gov.ro and Euraxess. All necessary data and documents can be submitted electronically.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Institutional control and oversight mechanisms have been established and specific protocols are being formulated.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Yes - NEC is fully internationalized. Candidates from outside the institution and country are encouraged to apply.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Yes - NEC is fully internationalized. Candidates from outside the institution and country are encouraged to apply.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Adequate anti-discrimination policies are in place. The NEC implements a gender equality plan, and relevant data is systematically collected.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	NEC is an attractive place to work for researchers from Romania and abroad. However, it is a small institution, also in terms of staff and resources.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	We believe this is the case. Because NEC scholarships are highly competitive, we have a large pool of candidates from which to choose.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Yes, per the OTM-R policy.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Yes, per the OTM-R policy.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	We use EURAXESS and the like for all research vacancies.
Do we make use of other job advertising tools?	x	x		++ Yes completely	We rely heavily on social media, including paid posts to reach a wider audience, as well as distribution through job posting tools.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Yes. All documents are submitted electronically.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	The NEC charter provides a clear role for the Academic Advisory Board, which plays a central role in the selection of fellows.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes.
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	They generally are.
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	Because we are involved in the selection of fellows from a wide variety of fields, and because our Institute values academic diversity, we rely on the experience of our board members to judge merit.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed, in accordance with GDPR regulations.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	We provide some feedback that some candidates may feel is insufficient. However, this is clearly stated in the NEC Scholarship application guidelines ("Please note that NEC does not disclose to candidates the assessment reports on the applications").

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	There are complaints committees for research positions, in accordance with national legislation.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	We believe it is, and we rely on informal feedback from candidates and discussions with our fellows and researchers.