ARAID - OTM-R CHECKLIST

	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/ Yes partially/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 substantially	www.ARAID.com (each call text)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes substantially	In the Plan and Web HR Section
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes substantially	All Admin Personnel
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes substantially	Online System (Euraxess and Linkedin) (Updated each call)
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes partially	Call Evaluation (after each call)
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes partially	There have been specific calls with mobility requirements.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes partially	There have been specific calls with mobility requirements.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	No	
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes partially	Undefined term contracts and flexible policies oriented to support professional development.

10. Do we have means to monitor whether the most suitable researchers apply?				No	
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes substantially	There is only one employer, ARAID. Call guide published every year.
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 substantially	Yes, we provide complete info in the website and Euraxess. Also, the Call Office answers the questions as they arrive.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes substantially	Yes, published every year. At least 2 months in advance.
14. Do we make use of other job advertising tools?	x	x		Yes substantially	Yes, via the Host Institutions, and in LinkedIn.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes substantially	Yes, CV and Project Templates are based on Marie Curie Ifs but simplified. No need for validation or work permits until formal offer.
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 substantially	Yes - The formation of selection committees follow the rules of the Regional Agency for Quality and University Prospective.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes substantially	http://www.aragon.es/DepartamentosOrganismosPublicos/Organismos/ACPUA/NP/ci.Banco_evaluadores_new.detalleInaem?channelS
18. Are the committees sufficiently gender-balanced?		x	x	No	No
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	Yes substantially	There is an information for evaluators, and the evaluation form also contains questions and comments sections.

Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes substantially	By email.
21. Do we provide adequate feedback to interviewees		x		Yes	We provide the evaluators filled forms.
22. Do we have an appropriate complaints mechanism in place?		x		Yes substantially	Complaints are studied to introduce improvements in the next Evaluation. Also ARAID complies with the Transparency Law on public activities (Law 25March 8/2015) that establishes norms and procedures for access to information.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	We are annually evaluated by the accounts committee, and the transparency committee of the regional government.