Institute of Geophysics, Polish Academy of Sciences (IG PAS)
OTM-R checklist
prepared on April 26, 2024

	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, completely	Document approved by the Director of the Institute, sent in December 2021 to employees by e-mail, available on the website: **ENG https://www.igf.edu.pl/documents-logohr.php** **PL https://www.igf.edu.pl/dokumenty.php**
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X		Yes, substantially	Types of scientific positions are specified in the Act on the Polish Academy of Sciences. The rules of recruitment for research positions are set out in the Rules for Holding Competitions for Research Positions at the IG PAS. The requirements for individual research positions are determined each time by the head of the department and depend on the type of work performed. The date of the last update of the regulations is 26/10/2023.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?		X	X	Yes, partially	For each recruitment, a separate recruitment committee is appointed by the Director. The Chairman of the committee is responsible for training all members on the OTM-R processes. We don't have a dedicated training program on the OTM-R Policy.
4. Do we make (sufficient) use of erecruitment tools?			X	Yes, partially	Recruitment announcements are published on the following websites: EURAXESS, IG PAS, Ministry of Science and Higher Education and others. We don't have dedicated tools for e-recruitment.
5. Do we have a quality control system for OTMR in place?	X	X	X	Yes, completely	Yes, in accordance with the applicable OTM-R Policy. In addition, internal audits of recruitment processes are carried out.
6. Does our current OTMR policy encourage external candidates to apply?	X	X	X	Yes, completely	OTM-R Policy is encouraging for all external candidates (the announcements are available on the websites in English, all stages of recruitment can be done online).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, completely	OTM-R Policy is encouraging for all foreign scientists. About 90% of the applications come from scientists from abroad. The number of employees and doctoral students from abroad is constantly growing: in 2016 -6 people, in 2021 -16 people, in 2022 - 15 people, in 2023 - 20 people.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?			X	Yes, partially	OTM-R Policy is encouraging for all groups of research positions. The candidates who best meet the competition requirements are selected, regardless of gender, country of origin, age, etc. OTM-R Policy doesn't include separate provisions for groups underrepresented in the IG PAS.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, completely	The Institute strives to provide researchers with attractive working conditions through social support, subsidies for medical care, nurseries, etc.
10. Do we have means to monitor whether the most suitable researchers apply?			X	Yes, partially	Candidates must meet the requirements set out in the application announcement. Recruitment is carried out in two stages and recruitment committees select candidates who best meet the merit criteria.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X	X	Yes, completely	The announcement template is defined in the OTM-R Policy. It is also defined by the portals where advertisements are placed.

Question				Answer	Comment
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, partially	The advertisements don't include full information about working conditions and career development opportunities.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X	X	Yes, completely	Number of announcements posted on the EURAXESS website: 2016-3, 2017-11, 2018-19, 2020-8, 2021-15, 2022-18, 2023-16.
14. Do we make use of other job advertising tools?	X		X	Yes, partially	Advertisements can be placed on other paid websites, it depends on the funds for additional promotion.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b]	X	X	X	Yes, completely	At the recruitment stage, minimum number of documents is required to assess the skills and qualifications of the candidate.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a]	X	X	X	Yes, completely	The rules for the appointment of recruitment committees are set out in the Rules for Holding Competitions for Research Positions at the IG PAS.
17. Do we have clear rules concerning the composition of selection committees?		X		Yes, partially	The Rules for Holding Competitions for Research Positions at the IG PAS partially specify the members of the recruitment committees. The committees don't include persons from outside the Institute. A declaration of no conflict of interest is not required.
18. Are the committees sufficiently genderbalanced?				No	The committees aren't sufficiently genderbalanced.
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	X	X	Yes, completely	The rules of selection are specified in the OTM-R Policy.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	X	X	X	Yes, completely	The candidates are informed about the recruitment results.
21. Do we provide adequate feedback to interviewees?	X	X	X	Yes, completely	We give the interviewees the opportunity of getting feedback about the strengths and weaknesses of their application.
22. Do we have an appropriate complaints mechanism in place?	X	X	X	Yes, completely	The complaint procedure is set out in the OTM-R Policy.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	X	X	X	Yes, completely	The HRS4R Implementation and Monitoring Committee is obliged to annually verify the OTM-R Policy.