

TEMPLATE 3 – OTM-R Checklist

Case number: 2019SE450153

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SUBMISSION DATE: JUNE 18TH 2020

DATE ENDORSEMENT CHARTER AND CODE: September 26th 2019

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.

OTM-R checklist for organisations					
	Open	Trans- parent	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	++	Lund University Appointment Rules (involved in teaching) (STYR 2019/1077) Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff

					Admission rules for doctoral students at Lund University (STYR 2017/409)
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff GAP identified: See action 5 in the HRS4R action plan.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Optional training available (not mandatory): <ul style="list-style-type: none"> • Effective, precision staff recruitment focusing on expertise – only in Swedish • Labour Law course GAP identified: See action 7 in the HRS4R action plan
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Lund University uses Varbi, a web-based tool for all stages in the recruitment. Vacancies at Lund University
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Internal control of the process through HR departments and recruitment committees, where control of laws and regulations are made. Assessments are monitored by Lund University Internal Audit Office. The Internal Audit Office is an independent unit, administratively located under the vice-chancellor. The Internal Audit Office reports the results of its work directly to its client – the University Board.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Lund University is working with the “brand” to attract the most suitable candidates. All candidates are encouraged to apply for vacant positions. We have a large proportion of external candidates for most advertised positions.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Lund University is working with the “brand” to attract the most suitable candidates.

					<p>All candidates are encouraged to apply for vacant positions. We have a large proportion of external candidates for most advertised positions.</p> <p>GAP identified: See action 5 in the HRS4R action plan.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	<p>All candidates are encouraged to apply for vacant positions.</p> <p>See principles 10, 12 and 13 in the GAP analysis.</p> <p>Lund University Policy for Gender Equality, Equal Opportunities and Diversity (PE 2011/177)</p> <p>Assessments based on skills and experience shall form the basis for recruitment and promotion and entail strategic human resources planning with active gender equality targets.</p> <p>The systematic work on recruitment, career planning and promotion shall include continual training initiatives with the aim of professionalizing and educating employees who participate in recruitment processes.</p> <p>GAP identified: See action 5 and 7 in the HRS4R action plan.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	<p>In Sweden, and at Lund University, we have attractive working conditions for candidates applying from outside the organisation.</p> <p>See principles 22-35 in the GAP analysis.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				++	<p>Due to our policy we have external experts, subject knowledgeable, appointment boards, recruitment groups and appeal process following the process and to find the most suitable candidate.</p>

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Vacancies at LU Through our electronic recruitment system "Varbi" the positions are sent to the different sites we want to use for the advertisement, for example Euraxess.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Links are included in all advertisements and the website: Vacancies at LU Work at Lund University Staff pages GAP identified: See action 5 in the HRS4R action plan.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	Most researcher positions are posted on EURAXESS. GAP identified: See action 5 in the HRS4R action plan.
14. Do we make use of other job advertising tools?	x	x		++	We use subject-specific recruitment channels to advertise our positions. Individual personal contact networks are often used to circulate information about advertisements.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	The candidates use the electronic recruitment system "Varbi" to make the application. In the system we have information (each faculty) about the career portfolio that is to be used for academic positions.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Lund University Appointment Rules (STYR 2019/1077) Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff

					Admission rules for doctoral students at Lund University (STYR 2017/409)
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Lund University Appointment Rules (STYR 2019/1077) Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff Admission rules for doctoral students at Lund University (STYR 2017/409)
18. Are the committees sufficiently gender-balanced?		x	x	++	Lund University Appointment Rules (STYR 2019/1077) Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff Admission rules for doctoral students at Lund University (STYR 2017/409)
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	++	Lund University Appointment Rules (STYR 2019/1077) Guidelines for recruiting researcher (not involved in teaching) and technical and administrative staff Admission rules for doctoral students at Lund University (STYR 2017/409)
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Information is usually provided through the recruitment system "Varbi" or if needed email or telephone. Justifications of the choice of a candidate are listed in the board of appointments protocol or in an opinion written by the head of department.
21. Do we provide adequate feedback to interviewees?		x		+/-	Feedback is provided by email or telephone if necessary.

					<p>Justifications of the choice of a candidate are listed in the board of appointments protocol or in an opinion written by the head of department.</p> <p>GAP identified: See action 5 in the HRS4R action plan.</p>
22. Do we have an appropriate complaints mechanism in place?		x		++	<p>There is a specific complaints and appeal process. An employment as doctoral student is not possible to appeal.</p> <p>See point 34 in Gap analysis.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	<p>Assessments are monitored by Lund University Internal Audit Office. The Internal Audit Office is an independent unit, administratively located under the vice-chancellor. The Internal Audit Office reports the results of its work directly to its client – the University Board.</p> <p>GAP identified: See action 5 in HRS4R action plan.</p>