

OTM-R Checklist

Case number:

Name Organisation under review: UNIVERSITY OF MARIBOR

Organisation's contact details: rector@um.si, +386 2 23 55 280

Date endorsement charter and code:

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 by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- 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	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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	++	English: https://www.um.si/en/research/podpora-raziskovalcem/plan-your-research-career/cloveski-viri-v-raziskovanju In the national language: https://www.um.si/raziskovanje/podpora-raziskovalcem/nacrtujte-raziskovalno-kariero/cloveski-viri-v-raziskovanju

Do we have an internal guidesetting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+-	Number of employee training courses on OTM-R. Number of employees who attended the training.
Do we make (sufficient) use of e-recruitment tools?	x	x		+-	Number of e-applications. Specification of web tool for (all) stages of the recruitment process.
Do we have a quality controlsystem for OTM-R in place?	x	x	x	+-	OTM-R quality monitoring is part of the Additional instructions on self-evaluation of UM faculties and other UM members.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Trend in the share of applications by external candidates. Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Trend in the share of applications by researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Trend in the share of applications by female candidates.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Trend in the share of applications by external candidates. Regulations governing working conditions for researchers, as agreed on between the Government of the Republic of Slovenia and public sector trade unions, are available at: English: https://www.um.si/en/research/podpora-raziskovalcem/plan-your-research-career/cloveski-viri-v-raziskovanju In the national language: https://www.um.si/raziskovanje/podpora-raziskovalcem/nacrtujte-raziskovalno-kariero/cloveski-viri-v-raziskovanju

Do we have means to monitor whether the most suitable researchers apply?				+-	Number of applications for posted vacancies (R1-R4). Percentage of candidates who applied for posted vacancies who do not meet the application criteria (R1-R4 total).
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+-	Developed templates for advertising positions on EURAXESS.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	Percentage of advertised positions, including references/links to all the elements foreseen in the toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Share of vacancies published on EURAXESS (R1-R4). Share of applications by external/foreign candidates.
Do we make use of other job advertising tools?	x	x		+-	Number of vacancies published on EURAXESS. Draft guidelines for other tools used to publish vacancies and develop related indicators.
Do we keep the administrative burden to a minimum for the candidate?	x			++	Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++	Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Do we have clear rules concerning the composition of selection committees?		x	x	++	Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language:

					https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Are the committees sufficiently gender-balanced?		x	x	++	Percentage of women in selection committees (R1-R4 total) Gender balance is highlighted in the Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
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	++	Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++	Candidates are informed of the results of the completed selection process including all grading criteria. Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Do we provide adequate feedback to interviewees?	x			++	Percentage of candidates who were provided feedback. Instructions on recruitment at the University of Maribor, valid from 7 April 2020. English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf

					In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf
Do we have an appropriate complaints mechanism in place?	x			++	<p>Statistics on complaints: Number of complaints filed by candidates – researchers on grounds of selection results. Number of complaints filed by candidates – researchers on grounds of administrative and manifest errors. Instructions on recruitment at the University of Maribor, valid from 7 April 2020.</p> <p>English: https://www.um.si/wp-content/uploads/2022/02/Instructions-on-Recruitment-at-the-UM.pdf</p> <p>In the national language: https://www.um.si/wp-content/uploads/2022/01/Navodila-o-zaposlovanju-na-UM-7.10.2019.pdf</p>
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+-	Activities for the improvement of the system to assess whether OTM-R delivers on its objectives are part of the revised Action Plan.