OTM-R Checklist of the University of Maribor

	Open	Transparent	Merit-based	Answer: *++Yes completely/ +-Yes substantially/ -+Yes partially/ --No*	Indicators
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	++	Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx .

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	++	Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting on 24 October 2017. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx .
3. 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.
4. 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.
5. Do we have a quality control system 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 for the academic year 2015/2016, as presented in the 7th ordinary Committee meeting of 8 December 2016.

6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	+ +	Trend[1] in the share of applications by external candidates.
7. 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.
8. 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.
9. 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 in Slovenian and English at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx and https://www.um.si/en/research/human_resources/Pages/

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[1] Indicators applied to monitor the implementation of the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers were adopted in the meeting of the Senate of UM of 24 October 2017, therefore no statistics applied to determine indicator trends and values, as referred to in this document, are available yet.

10. 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					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	X	X		+ -	Developed templates for advertising positions on EURAXESS.
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[2])]?	X	X		- +	Percentage of advertised positions, including references/links to all the elements foreseen in the toolkit (Chapter 4.4.1 a).

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[2] Report of the Working Group of the Steering Group of Human Resources Management under the European Research Area on Open, Transparent and Merit-based Recruitment of Researchers.

13. 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. (First stage Researcher vacancies (R1) are advertised on EURAXESS.)
14. 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.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			+ +	Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		X	X	+ +	Statistics on the composition of panels. Rules are laid down in the Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx

17. Do we have clear rules concerning the composition of selection committees?		X	X	++	Rules are laid down in the Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx.

18. 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 OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017.
					Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in
					English version available at:
					Https://www.um.si/en/research/human_resources/Pages/default.aspx.
					The monitoring system will be set up in 2017.
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	+ +	Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017.
					Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in
					English version available at:
					Https://www.um.si/en/research/human_resources/Pages/default.aspx.

Appointment phase					
20. 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. Percentage of candidates informed on the results of the selection process. Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx.

21. Do we provide adequate feedback to interviewees?		X	+ -	Practice not yet harmonized. Percentage of candidates who were provided feedback (total). Number of employee training courses on the topic of OTM-R.

22. Do we have an appropriate complaints mechanism in place?		X	+ +	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. As per the Instructions on OTM-R at the University of Maribor, adopted in the Senate of UM meeting of 24 October 2017, the complaints system shall be available and accessible to all. Slovenian version available at: https://www.um.si/projekti/%C4%8Clove%C5%a1ki%20viri%20v%20raziskovanju/Strani/default.aspx in English version available at: Https://www.um.si/en/research/human_resources/Pages/default.aspx.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+ -	Yes, the system is nearly completely in place. Indicators used to monitor HR management were adopted in the Senate of UM meeting of 24 October 2017. The first batch of statistics will be available end of 2018, which will allow us to gradually follow the recruitment trends (by gender, by nationality – i.e. Slovenian and foreign researchers), career development and promotion of researchers (by gender and age), and the attendance and implementation of employee training courses on OTM-R. Activities for the improvement of the system to assess whether OTM-R delivers on its objectives are part of the revised Action Plan.

This OTM-R Checklist of the University of Maribor was adopted on 24 October 2017 at the 26th regular session of the Senate of the University of Maribor.

Rector of the University of Maribor
Prof. dr. Igor Tičar