

OTM-R Checklist – Université de Poitiers



Question	Open	Transparent	Merit-based	Answer (+, +/-, -/+, -)	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	-/+	The rules for the recruitment of the permanent/temporary staff are nationally defined and are public but for the most part in French and not on our web site but can be found at: https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	-/+	A recruitment guide for Teachers-Researchers exists as well as for administrative Staff. The guides are available on intranet. Indicator: message of information to all Staff.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	+/-	Training courses are offered for Staff conducting recruitment interviews. In addition, all selection committee Chairs have an information meeting. Indicator: number of Staff following training in OTM-R

Do we make (sufficient) use of e-recruitment tools?	X	X		+/-	Dematerialization of applications (partial or total). Teachers-Researchers: specific authorization for online interviews Administrative Staff: not allowed in the legal texts, except for non-permanent positions Indicators: number of dematerialized applications and total number of applications
Do we have a quality control system for OTM-R in place?	X	X	X	-/+	No formal quality control system but all officers in charge of the OTM-R process ensure compliance with national statutory rules and specific institutional rules
Does our current OTM-R policy encourage external candidates to apply?	X	X	X	+	All open positions must be published on national or international web sites: https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/ and EURAXESS Indicator: number of external candidates
Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	-/+	Policy initiated via the MIPI process and invited Professors system. To be further developed. Indicator: number of international candidates
Is our current OTM-R policy in line with policies to attract underrepresented group?	X	X	X	+	The recruitment policy is in line with the national rules applicable in this area: gender equality, reserved positions for differently-abled candidates. Moreover, the University of Poitiers has its own charter for gender equality. Indicator: number of candidates from underrepresented groups

Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	-/+	Salary rules are defined nationally and can be found at: https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/
Do we have means monitor whether the most suitable researchers apply?				-/+	We can only monitor the number of applications, the number of interviewed candidates and selected candidates (main list and complementary list)
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		+	All advertised positions comply with official templates (incl. EURAXESS)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X		-	To be done
Do we have full use EURAXESS to ensure our research vacancies reach a wider audience?	X	X		-/+	Only done systematically for Teacher-Researcher positions Indicator: number of job advertisements posted on EURAXESS
Do we make use of other job advertising tools?	X	X		+	Mandatory use of national web sites : https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/candidats.html and https://www.place-emploi-public.gouv.fr/
Do we keep the administrative burden to a minimum for the candidate?	X			+/-	Dematerialization of applications (partial or total).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		X	X	+	National decree : N° 84-431 on 6 June 1984 Indicator: statistics on composition of selection committees

Do we have clear rules concerning the composition of selection committees?		X	X	+	National decree : N° 84-431 on 6 June 1984
Are the committees sufficiently gender-balanced?		X	X	+	National decree : N° 84-431 on 6 June 1984
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	+/-	An information meeting and a guide are available to the chairpersons and members of the selection committees + national rules of ethics and equality of opportunity
Appointment phase					
Do we inform all applicants at the end of selection process?		X		+	All candidates are informed about the decision of the selection committee
Do we provide adequate feedback to interviewees?		X		+	At the request of the candidates and according to legal framework
Do we have an appropriate complaints mechanism in place?		X		+	Complaints mechanism available according to legal framework
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	No formal system yet but a regular analysis is presented at the University Technical Council