

HR Excellence in Research

OTM-R Checklist

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Case number

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Name Organisation under review

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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, also detail on the indicators and the form of measurement used.

- 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 HR Excellence in Research 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	Meritbased	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	-/+ Yes partially	The OTM-R policy will be developed within the first 2 years of the Action Plan and published on the IOCN site.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	There is a methodology for filling research jobs, medical and administrative staff in accordance with national legislation (HOTĂRÂRE nr. 1.336 din 28 octombrie 2022, ORDIN nr. 166 din 26 ianuarie 2023, LEGE nr. 183 din 10 iunie 2024) and our internal procedure PO-RU-01. The updating of the contest methodologies will also include the detailing of those aspects that are insufficiently clarified in the current internal regulations

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Training in the field of staff recruitment and selection is regularly organized. Special training courses will be included in the annual Continuing Professional Development (CPD) Program to emphasize the OTM -R policy provisions.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	All job vacancies are openly and transparently published on the institutional website: https://iocn.ro/concursuri-posturi-vacante/ For research positions, announcements are also published on the https://euraxess.ec.europa.eu/jobs and https://jobs.mcid.gov.ro/
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	An institutional quality control mechanism is in place and actively implemented across all fields of activity. Following the development and approval of the Open, Transparent, and Merit-based Recruitment (OTM-R) policy, specific provisions related to quality assurance in recruitment and human resources management will be incorporated to strengthen institutional integrity and alignment with European standards.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	OTM -R policy is currently under development and one of our strategic objectives is about enhancing the IOCN 's attractiveness among external potential candidates. All recruitment and selection procedures and practices in IOCN do not discriminate between internal or external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	All recruitment and selection procedures and practices in IOCN do not discriminate candidates from abroad. Internal statistics show minor interest in candidates from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-- No	Applications cannot be submitted within the hospital.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	IOCN ensures optimal working conditions for employees, researchers benefiting from renovated workspace and high performance equipment, competitive at international level.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	The selection criteria for research vacancies are designed to ensure the objective evaluation and recognition of candidates' scientific merits and performance, in direct relation to the level of qualification and competencies required for the position, as clearly outlined in the job description published at the time of the call for applications. The assessment process incorporates both quantitative indicators—applied in accordance with national legislation—and qualitative criteria, which reflect the candidate's professional achievements, potential, and personal attributes relevant to the role. Wherever feasible, shortlisted candidates are invited for an interview with the evaluation committee, as part of a transparent and merit-based selection process.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Announcements regarding vacancies advertised comply with the requirements of the national legislation in the field, must be published in the written press, on the institution's website and on dedicated websites https://jobs.mcid.gov.ro/ , https://euraxess.ec.europa.eu/jobs

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	The job advertisement mentions the following: - job position in the organizational chart - job description and application required documents - legal conditions to fulfill to be eligible for an academic/research position - selection and appointment criteria - the calendar of the recruitment and selection procedures
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Euraxess has been so far used only in those cases where the employment is done for fixed-term research projects. The implementation of H4RS will require the use of Euraxess for open positions, both for research and administrative jobs.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Yes, we are using our institutional website: https://iocn.ro/concursuri-posturi-vacante/ and https://jobs.mcid.gov.ro/ , https://euraxess.ec.europa.eu/jobs
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	The Human Resources Office carries out the administrative activities regarding the contest promotion process, recruitment of candidates and their selection, based on the evaluations of the competition committee. However, for reasons related to national legislation, candidates have the obligation to submit certain documents on paper, under private signature.
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	IOCN has clear and transparent rules for appointment the members of selection committees, based on their expertise in the field of the open position;
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	There are legal provisions in this area. Our methodology also refers to these national rules and regulations.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Currently, members of recruitment committees are chosen mainly on the basis of their competence and experience. Appropriate provisions for gender balance in the selection process of recruitment committee members. At IOCN level, the number of women exceeds that of men among the researchers in the institute, without programmatically intending this.
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	++ Yes completely	The methodology at the institute level provides specific criteria, corresponding to institutional performance requirements, regarding the appreciation of the merit, considering the minimum criteria imposed by the national legislation.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Following the selection process, each candidate is informed about the results of the selection by displaying the preliminary results in the contest section on the IOCN website or on the notice board. Each candidate receives a code when submitting their application file, which is assigned to their name in order to comply with GDPR regulations.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	It does not apply.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	According to the methodology, the preliminary results displayed in the dedicated section can be contested but only in terms of the procedure for the contest. In this context, for each contest, besides the nomination of the competition committee, a committee for solving complaints is appointed
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Not yet.