

## OTM-R Checklist

Case number: 2023PL136983

Name Organisation under review: Institute of Biochemistry and Biophysics Polish Academy of Sciences

Organisation's contact details: ul. Pawińskiego 5a, Warsaw, 02-106, Poland

Date endorsement charter and code: 05/10/2023

## Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / + Yes partially / -- no)	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+- Yes substantially	<a href="https://ibb.edu.pl/en/career/hr-excellence-in-research/">https://ibb.edu.pl/en/career/hr-excellence-in-research/</a>
Do we have an internal guidesetting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+- Yes substantially	Resolution of the Scientific Council on the Procedure for conducting competition proceedings with regard to research positions at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences
Is everyone involved in the process sufficiently trained inthe area of OTM-R?	x	x	x	+- Yes partially	The recruitment process involves the active participation of individual laboratory managers and project managers, as well as designated employees of the Human Resources unit. Survey has shown that a majority of respondents are not thoroughly familiar with the tenets of the European Charter for Researchers and the OTM-R policy.  It is essential to conduct training and information campaigns.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	The Institute has purchased and implemented an e-Recruiter platform for secure and easy access to candidates'

					application documents. The Institute publishes job postings in a number of publicly available sources - Euraxess portal, grantors' websites, IBB PAN website, social media. We conduct recruitment processes remotely using available platforms - Zoom, MS Teams.
Do we have a quality controlsystem for OTM-R in place?	x	x	x	-- No	It is necessary to develop and implement an OTM-R control system.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Job offers for scientific positions are published in many sources, including international ones. Offers are published bilingually - in Polish and English. The recruitment process can take place both in Polish and English, also in remote form using commonly available communication tools - MS Teams, Zoom platforms.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Yes, statistics from recent recruitment processes for Postdoctoral Researcher positions show that more than 80% of all applications were submitted by candidates from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The Institute does not discriminate against underrepresented groups. Job offers do not contain provisions that exclude candidates from underrepresented groups. It is possible to adapt the recruitment procedure to the needs arising from disability at the request of the candidate.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Job advertisements include information about the terms of employment offered, additional social benefits and perks.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Most candidates meet the formal criteria, which allows us to believe that the job advertisements are written in a clear manner. Appropriate members of the selection committees evaluate the merits of the candidates.
<b>Advertising and application phase</b>					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Job advertisements are created based on predefined templates.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	Candidates have an access to all necessary information regarding the positions offered.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Yes. The job advertisements are published on the Euraxess portal.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes. A significant number of job

					<p>advertisements are also published in the dedicated specialized press, social media, LinkedIn portal, job site pracuj.pl, on the IBB PAN website in two language versions.</p> <p>In February 2025, a profile for the Doctoral School was created on LinkedIn</p>
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Candidates apply for the offered positions electronically through the recruitment platform. The Recruitment Committee at the recruitment stage allows for the submission of the copies of the documents.
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	In accordance with the Resolution of the Scientific Council on the Procedure for conducting competition proceedings with regard to research positions at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences Recruitment committees are appointed each time by Order of the Director of the Institute.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	the Resolution of the Scientific Council on the Procedure for conducting competition proceedings with regard to research positions at the Institute of Biochemistry and Biophysics of the Polish Academy of Sciences provides guidelines for the composition of recruitment committees.
Are the committees sufficiently gender-balanced?		x	x	+ - Yes substantially	Recruitment committees are typically composed to ensure appropriate balance; however, there are currently no formal regulations that directly address this issue.
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 substantially	Duly appointed members of the recruitment committees define the selection criteria according to the specific project. The use of standardized evaluation forms would significantly enhance the efficiency and transparency of the recruitment process.
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process	x			++ Yes completely	There is a possibility to inform candidates through an automated process in the e-Recruiter platform. The results of competitions are published on the Institute's website.
Do we provide adequate feedback to	x			++ Yes completely	Yes. Candidates shortlisted for the final

interviewees?					stage of the selection process are provided with appropriate feedback regarding their performance and the outcome of the evaluation.
Do we have an appropriate complaints mechanism in place?	x			++ Yes completely	In the event of a breach of the recruitment procedure, the candidate has the right to submit an appeal to the Director of the Institute within 7 days of receiving notification of the competition results.
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+ - Yes substantially	Recruitment processes are continuously improved to implement the OTM-R policy.