

TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review: University of Sarajevo

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SUBMISSION DATE: 29TH JUNE 2018

DATE ENDORSEMENT CHARTER AND CODE: 10th June 2016

OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- No	Suggested indicators (or form of measurement)
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	+/-	The UNSA OTM-R policy is included in our overall recruitment praxis according to the existing legislation; more info can be found on www.unsa.ba under "OTM-R policy". Indicator: online publication of OTM-R policy
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Indicator: available internal guide
3. Is everyone involved in the process sufficiently trained	x	x	x	-/+	Selection committees are familiar with the

in the area of OTM-R?					selection criteria as defined by the law and internal regulations; there is also a peer-to-peer training of committee members; Indicator: no of training programs
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	UNSA uses of all major job advertising portals (www.posao.ba) in BiH and social networks Indicator: use of e-recruitment tool
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	Internal and external audits checks exist in order to determine whether recruitment rules are in accordance with legal regulations; there are also selection committees' reports with detailed elaboration on selection. Indicator: results of satisfaction survey
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Open positions are made public and published via external recruitment channels: newspapers, social networks, job advertising portals; Indicator: Trend in the share of applicants from outside the organisation
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	Our current Recruitment Policy is in line with legal regulations; there are limitations in national legislation Indicator: Trend in the share of applicants from abroad
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+	As an equal opportunity employer we are open to all and there are national laws forbidding any kind of discrimination (based on gender, race, etc.) which also applies to underrepresented groups. Indicator: Share of women in total number of employees Indicator: Trend in the share of applicants among underrepresented groups (frequently women)
9. Is our current OTM-R policy in line with policies to	x	x	x	+/-	Indicator: Trend in the share of applicants

provide attractive working conditions for researchers?					from outside the organisation
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	Selection committees select the best candidate; their decision is supported by detailed reports which are presented to and finally adopted by the Senate which approves the recruitment of a researcher. Indicator: Share of eligible candidates
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	There are standard templates in line with national legislation; we do not make use of EURAXESS services, and this requires actions for improvement. Indicator: Trend in use of EURAXESS web site and services
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) of the OTM-R expert report ¹]	x	x		-/+	Our job advertisements are in line with national regulations and include some of the elements foreseen by the toolkit. Indicator: no of references to elements of the toolkit.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	No. But we intend to make use of these services in future. Indicator: no of vacancies at published via EURAXESS
14. Do we make use of other job advertising tools?	x	x		+/+	Yes. We use written media, social networks, job advertising portals. Indicator: number of tools used
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+	There are legal constraints to fully implement this practice.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	There are rules set out in the Statute of the University (art. 166) related to the appointment of the selection committees; these rules include the number of members, their profile and obligations. Indicator: Statistics on the composition of

¹ <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

					panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/+	The issue is defined by the Statute of the UNSA Indicator: Written guidelines
18. Are the committees sufficiently gender-balanced?		x	x	-/+	We aim to achieve a merit-based composition of selection committees which are not necessarily always gender balanced Indicator: gender composition of commissions
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	+/-	In their work selection committees take into account national regulations, job vacancy requirements, interviews, etc. their decision is clearly elaborated in detail and presented to the Senate. Indicator: Written guidelines
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	Law on HE (Sarajevo Canton, art. 112) defines the right of the candidate to obtain from HE institution information on the selection phase during and post to the selection process; short-listed candidates are invited for an interview; reports of the Senate sessions are public and thus the decision on the appointment of the best candidate. Indicator: number of applicants informed
21. Do we provide adequate feedback to interviewees?		x		-/-	This is not a common practice.
22. Do we have an appropriate complaints mechanism in place?		x		+/+	According to the Law candidates can complain about the selection process. Indicator: Statistics on complaints
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Recruitment policy at UNSA is defined by the national legislation; internal and external audits monitor the implementation.