

Open, Transparent and Merit-based Recruitment of Researchers (OTM-R): Checklist for OsloMet

OTM-R system

Question	Open	Trans- parent	Merit- based	Answer	Suggested indicators
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes, partially	OsloMet job application process. We do not have an online OTM-R policy document, but the requirements are documented in our HR policy document and Research Handbook. We also have a link on how to apply for jobs at OsloMet that explains our 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	Yes, substantially	We have an HR portal with a recruitment page on our intranet system that explains all the procedures and practices.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, completely	OsloMet use a number of training areas as listed: We have a training academy with courses throughout the year for all staff, both academic and admin. <ul style="list-style-type: none"> • 4 HR forums annually where these processes are discussed. • A solid recruitment team working across the organization. • Weekly updates with the HR team. • Close cooperation with the R&D section on Researcher mobility issues.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	OsloMet has used an online recruitment system for several years that involves all these stages.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, completely	We have a union representative as part of all interviews to ensure a fair recruitment process. In the hiring, we use a two-step process with a hiring committee for all positions. For scientific and teaching positions, a third step with an Expert Committee is also involved. There is strict policy on who can be part of an Expert committee based on gender equality, nationality and diversity in the members.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	All positions are published externally.

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7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, partially	In 2016, 45 out of 300 job openings were published in English, and in 2017, 34 out of 267 positions. An enforcement was needed and a new language policy was implemented in October 2017 that requires all research and education position published in English and on international recruitment channels. The effect has been immediate and up to March 2018, 102 positions where 29 are posted in English has been published and we expect all teaching and research positions to be published in English from now on. In addition, we are in the process of establishing an International Staff Service.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	OsloMet has the highest number of female Professors of all universities in Norway. Diversity is a core value at OsloMet, and we have a Diversity action plan, a diversity declaration in all published job openings, annual diversity events, diversity competency training on management and HR staff as well as a strong focus on attracting diversity among our staff and students.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	We are developing a professional onboarding program, a staff service center and a career development program for young, international researchers.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, partially	There are several methods used to ensure we recruit the most suitable researcher, through Expert Committee evaluation combined with our own elaborate recruitment process with selection process, evaluation of the Expert Committee report, interview process, trial lectures, skills and personality testing. We publish both nationally and internationally to get a broad specter of applicants.

Advertising and application phase

Question	Open	Trans- parent	Merit- based	Answer	Suggested indicators
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	The central HR advise the faculties on where to advertise, we use an employer branding media list for national and international media channels, and templates to use per type of position for publishing job openings. New language guidelines are being implemented to ensure that all academic positions are published in both English and Norwegian in international recruitment channels. The new guidelines states that knowledge in Norwegian is not a requirement at the time of application.
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)]	x	x		Yes, completely	Our templates for publishing are in both Norwegian and English.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, substantially	The Euraxess channel is included as a recommended channel in our employer branding guidelines, and we frequently remind our recruitment team to post in Euraxess. In 2016 we had about 8000 job applicants and out of these more than 2000 came from abroad.
14. Do we make use of other job advertising tools?	x	x		Yes, completely	LinkedIn Contract, Academic positions, Research gate, Facebook, Twitter, others as applicable.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, substantially	With the electronic application system and electronic upload of all the documents, the process is made as easy as possible. In order to make a professional recruitment process we do require original documents to be shown in interviews, that all applicants documents are electronically uploaded in our system and that required documents are translated to English in order for the Expert Committee to be able to complete their evaluation.

Selection and evaluation phase

Question	Open	Trans- parent	Merit- based	Answer	Suggested indicators
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	Yes, completely	The University Act in Norway sets out specific rules concerning the appointment of selection committee. Our internal regulations also clearly specify the procedure for these appointments, including a gender balance and nationality of the committee members.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	There are specific requirements set out in regulations as to the qualification of the members. These requirements are also clearly set out on our intranet and are conveyed to managers and HR-personnel through seminars and written information.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, completely	We assure gender balance and require international members in all our committees – the law in Norway requires this.
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	Yes, completely	National regulations give guidelines to selection committees.

Appointment phase

Question	Open	Trans- parent	Merit- based	Answer	Suggested indicators
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	All applicants to OsloMet are informed through our recruitment system with an email or by phone.
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	Those applicants invited for second interviews get a call with a personal explanation if they are rejected. Those selected get a call as soon as the hiring committee have decided.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	We aim on having professional recruitment processes, independent of the position. Norwegian legislation does not permit complaint on hiring processes as such. On the Expert Committee report, the applicants are allowed a two week period for comment/remarks that the committee may or may not take into account.

Overall assessment

Question	Open	Trans- parent	Merit- based	Answer	Suggested indicators
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, substantially	We follow a 2-step system with the recruitment team and the hiring committee. With Research positions, an additional step with the Expert Committee is enforced. If the position includes a teaching percentage, a trial lecture is included. OsloMet is a public university and thereby obliged to follow the Norwegian law for the Government sector and the university sector regulations, we follow the established requirements that goes well in hand with the OTM-R objectives.