

Model 3 – OTM-R Checklist:

Case number: 2021FR597163

Name of organisation under review: INSA Strasbourg

Organisation's contact details: 24 boulevard de la Victoire, Strasbourg, Grand Est, 67000

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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, and also give details of the indicators and the type of measurement used.

OTM-R system	Open	Transparent	Merit-based	Answers: +/: Yes, completely +/-: Yes, substantially -/: Yes, partially -/-: No	Indicators	Action
1 - Have we published a version of our OTM-R policy online (in the national language and in English)?	*	*	*	-/: Yes, partially	Elements concerning the recruitment policy at INSA Strasbourg are set out in the mobility management guidelines, established in January 2020, and viewable on the HR department's intranet pages.	Objective: Draft a specific "INSA Strasbourg OTM-R Strategy" document. Deadline: 2nd term of 2022.

2- Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	*	*	*	-/+: Yes, partially	All the recruitment processes for tenured staff, together with the recruitment process for interns, are published on the HR department's intranet pages.	Objective: Draw up the procedure for all contract staff and put it online. Deadline: 1st term of 2022.
3- Is everyone involved in the process sufficiently trained in the area of OTM-R?	*	*	*	-/+: Yes, partially	The HR department fully complies with national regulations ensuring equal opportunities in the recruitment process.	Objective: Extend the procedure for contract staff to research staff, and organise internal training aimed at researchers. Deadline: 2nd term of 2022.
4- Do we make (sufficient) use of e-recruitment tools?	*	*		+/-: Yes, substantially	INSA Strasbourg uses online tools for the recruitment process: i.e., Work at INSA, SENORITA (ministerial), GALAXIE (ministerial), PEP (inter-ministerial), Pôle Emploi, APEC, Euraxess.	Objective: Systematically translate all researchers' job vacancies into English. Timeframe: continuously
5- Do we have a quality control system for OTM-R in place?	*	*	*	-/-: No	No quality control measures for OTM-R processes have been put in place as yet.	Objective: Include a review of the recruitment process in the annual Quality Plan. Timeframe: 2nd term of 2023 and then annually.
6- Does our current OTM-R policy encourage external applicants to apply?	*	*	*	+/+ : Yes, completely	Internal applicants are in no way given preferential treatment compared to external applicants (approx. 80% of researchers were external applicants).	Objective: Annually monitor the recruitment of external and internal research candidates. Timeframe: 2nd term of 2023 and then annually (after establishing the OTM-R procedure for research staff).
7- Is our current OTM-R policy in line with policies designed to attract researchers from abroad?	*	*	*	+/+ : Yes, completely	French applicants are in no way given preferential treatment compared to foreign applicants (approx. 50% of researchers are of foreign nationality).	Objective: Annually monitor the recruitment of foreign research applicants. Timeframe: 2nd term of 2023 and then annually (after establishing the OTM-R procedure for research staff).

8- Is our current OTM-R policy in line with policies designed to attract underrepresented groups?	*	*	*	+/-: Yes, substantial ly	Define the disability director profile. Apply the gender equality plan at INSA Strasbourg.	Objective: Develop the professional equality policy. Timeframe: continuously
9- Is our current OTM-R policy in line with policies designed to provide attractive working conditions for researchers?	*	*	*	+/: Yes, completely	INSA Strasbourg consults its technical committee and its Occupational Health and Safety Committee on measures that benefit the staff. There is an active staff association at INSA. A PSR (psychosocial risk) procedure has been put in place.	Objective: Encourage and maintain these initiatives established within the institution for the benefit of the staff. Deadline: 1st term of 2023.
10- Do we have the means to monitor whether the most suitable researchers apply?				-/+: Yes, partially	Request references from candidates.	Objective: Check whether the most suitable researchers apply. Timeframe: 1st term of 2022 and then continuously.
11- Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	*	*		-/+: Yes, partially	All researcher recruitments will be conducted in compliance with the formats and standards established by the HR department.	Objective: Communicate and provide standardised formats for researcher recruitments. Timeframe: continuously
12- Does the job ad include references/links to all aspects provided in the relevant section of the toolkit?	*	*		+/-: Yes, substantial ly	Information concerning references in job offers respects the standards established by the school. Researcher classification in accordance with the European classification (R1 to R4) will be included in INSA Strasbourg's OTM-R strategy.	Objective: Publish research profile positions that take the European classification into account. Include the R1 to R4 classification in the job descriptions. Timeframe: 1st term of 2022 and then continuously.

13- Do we make full use of EURAXESS to ensure our research offers reach a wider audience?	*	*		-/+: Yes, partially	INSA Strasbourg has been publishing research job offers on EURAXESS since 2020.	Objective: Systematically publish job offers on EURAXESS. Timeframe: continuously
14- Do we make use of other job advertising tools?	*	*		+/: Yes, completely	INSA Strasbourg publishes research job offers on GALAXIE, ALTAÏR, "Work at INSA", Place de l'Emploi Public and APEC.	
15- Do we keep paperwork to a minimum for applicants?	*			+/: Yes, completely	INSA Strasbourg wishes to retain the possibility to ask applicants to provide proof of their qualifications: CV and cover letter	
16- Do we have clear rules governing the appointment of selection committees?		*	*	+/-: Yes, substantially	French legislation is respected regarding the selection of regulated positions. Other researcher categories must respect the procedure that will be drawn up and put in place within the framework of the institution's OTM-R strategy.	Objective: Formally define the composition of all selection committees, including nontenured staff and researchers. Timeframe: 1st term of 2022 and then continuously.
17- Do we have clear rules concerning the composition of selection committees?		*	*	+/-: Yes, substantially	French legislation is respected regarding the selection of regulated positions. Other researcher categories must respect the procedure that will be drawn up and put in place within the framework of the institution's OTM-R strategy.	Objective: Formally define the composition principles for all selection committees including nontenured staff and researchers. Deadline: 2nd term.
18- Are the committees sufficiently gender-balanced?		*	*	+/: Yes, completely	Gender balance is systematically respected in the selection of research lecturers and in all other recruitment processes.	

19- Do we have clear selection committee guidelines that help to judge “merit” in a way that leads to the best applicant being selected?			*	+/-: Yes, substantial ly	When selecting research lecturers, the composition of the selection committee is determined in accordance with a certain number of criteria based on expertise in the discipline and competence in research and pedagogy.	Objective: Support respect for ethical rules with regard to research recruitment. Timeframe: 1st term of 2023 and then continuously.
20- Do we inform all applicants at the end of the selection process?		*		+/-: Yes, substantial ly	Applicants for the position of research lecturers are informed at the end of the selection process. In the recruitment of other research categories, they are informed at the end of the selection process once the recruitment has been finalised.	Objective: Convey the applicants’ right to be informed. Timeframe: continuously
21- Do we provide applicants with adequate feedback?		*		+/: Yes, completely	For all researcher categories, feedback on the quality of the interview is given on request.	
22- Do we have an appropriate complaints mechanism in place?		*		+/-: Yes, substantial ly	INSA Strasbourg applies the decision of the administrative judge (application for review, application to a higher authority and judicial review).	Objective: Provide the statistics of any complaints made on request and anonymously. Timeframe: continuously
23- Do we have a system in place to assess whether OTM-R achieves its objectives?				-/: No	INSA Strasbourg will set up an internal evaluation system linked to HRS4R certification.	Objective: Establish an internal evaluation committee at INSA Strasbourg. Deadline: 2nd term of 2023.