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Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2020 Q4 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visist, the audit will be postponed to early spring 2021. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2019DE383943
Name Organisation under review: University of Siegen
Organisation's contact details: Adolf-Reichwein-Str. 2a, Siegen, 57068
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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 HRS4R 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)

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	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	Yes, for professorships: https://www.uni-siegen.de /zuv/dezernat4/dezernat4 /beschaeftigung_von_beamten /leitfadenberufungsverfahren- final-17-10-14.pdf (in German)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Guidelines for recruitment based on position (R4 vs. R1-R3 vs. tech/admin staff)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Training for secretaries and dean's offices; gaps may exist in individual chairs for their R1/R2 positions.
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	This is to be implemented in 2019/20 (software has already been acquired).
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	This may be developed from the e-recruitment tool to be implemented.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Monitoring is unavailable, but many areas advertise externally at significant cost; external recruitment is strategic goal.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Monitoring is unavailable, but foreign hirings are rising; external recruitment is strategic goal.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	The hiring percentage of women is rising (slowly and unevenly), outreach is undertaken, affirmation action in place (for disabled researchers, too).

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) How do you know?
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Monitoring is unavailable, but external hirings seem to be rising. Flexibility at work, HR development, pay settled by collective agreement and including fringe benefits (insurance) are implemented.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	This may be developed from the e-recruitment tool to be implemented; but all advertising must include clear selection criteria irrespective of home advantage.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Templates provided by HR Department
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	Templates generally include them; professional or career development options are left out when this seems misleading (e. g. short-term project contracts).
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	For all positions where it is deemed sensible
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	The university regularly selects additional tools, including at significant cost, to find the best candidates.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Remaining restrictions are based on legal constraints (e. g. data protection) and lack of collective bargaining agreement, to be solved by the e-recruitment tool.
Selection and evaluation phase					

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	Open	Transparent	Meritbased	Answer:	**Suggested indicators (or** **How do you know?** **form of measurement)**
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Generally yes, especially R4
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Generally yes, especially R4
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	This is mandatory.
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 partially	Clear guidelines for R4
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	Gaps may exist in individual chairs for their R1/R2 positions.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Yes, but only on request
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	Yes, this is managed by the HR Department.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	This may be developed from the e-recruitment tool to be implemented.