OTM-R Checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	Information about OTM-R at Stockholm University is available on the website in Swedish and English, with a link to the university's appointment regulations.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	There is extensive information available regarding recruiting, international recruiting, work permits, different types of employment

					contracts, introductions for new employees, templates, and more. <u>Recruiting procedure.</u> *GAP identified: See action 7 in the Action Plan.*
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Every third year, following elections, new recruitment committees are constituted and subsequently receive training, which is administered by the domain boards. *<u>Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University</u>* <u>(dnr SU FV-0138-26)</u>.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Stockholm University uses a web-based tool, *Varbi,* for all stages in the recruitment process. <u>Available jobs at Stockholm University</u>.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Internal control of the process through HR departments and recruitment committees, where control of laws and regulations is made regularly. Assessments are monitored by the university's Internal Audit. The

					Internal Audit Office is an independent unit, administratively located under the University Board. The Internal Audit reports the results of its work directly to its client, the University Board.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Advertisements are published through a wide variety of channels.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	All candidates are encouraged to apply for positions. We have a large proportion of external candidates for most advertised positions. For research positions, many candidates are not resident in Sweden. By law, it is forbidden to register nationality, so the university doesn´t have figures regarding employees from abroad. How to apply for a position
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	There are goals within the university to work towards equal opportunities. *GAP identified: See action 14 in the Action Plan.* However, some positions still struggle with gender balance, particularly

					professors. Although, there has been improvement over the last years.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	In Sweden, and at Stockholm University, we have attractive working conditions for candidates applying from outside the organisation.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	According to the university's policy, the use of external experts, subject-matter experts, appointment boards, recruitment groups, and an appeal process is key to finding the most suitable candidate.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Stockholm University has advertisement templates for all positions. The templates can be found on the university webpage and are implemented in the recruitment system. Through our electronic recruitment system, the positions are sent to the sites we want to use for advertising, for example, Euraxess.
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	For example, links to trade unions, benefits, GDPR policy, etc., and

					information about SU:s work with Equality and discrimination
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	SU posts academic positions at EURAXESS.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Through our e-recruitment system, we advertise academic positions on several international and national job boards, including Swedish Public Employment Service (mandatory), and LinkedIn. Individual personal contact networks are often used to circulate information about advertisements. We use subject-specific recruitment channels to advertise our positions.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Candidates use the electronic recruitment system to submit their applications. In the system, we have information (each faculty) about the career portfolio that is to be used for academic positions.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes. *Rules of Employment for the Recruitment and Promotion of*

					Teachers at Stockholm University (dnr SU FV-0138-26). *Regulations for third-cycle education and summative assessment* (dnr SU FV-0755-23).
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes. *Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University* (dnr SU FV-0138-26).
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	Yes. Please see page 7 in *Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University* (dnr SU FV-0138-26).
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	Yes. *Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University* (dnr SU FV-0138-26). *Regulations for third-cycle education and summative assessment* (dnr SU FV-0755-23).

Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes. The board´s suggestion on who should be employed is stated in a protocol, which is sent to the interviewed candidates. All candidates who have applied for the position will receive an email through our recruiting system informing them of who was selected. Information is usually provided by email or by telephone if necessary.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Feedback is provided by email or by telephone if necessary. By email or phone call.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Yes, according to Swedish law. The employment decision notice also includes information for applicants about the possibility of appealing. On the university webpage, you can find instructions on how SU is handling appeals. _How to appeal an employment decision_.

Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				++ Yes completely	Yes. According to Swedish law, internal routines and regulations. This is monitored regularly by the Internal Audit Unit, which is responsible only to the University Board.