

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

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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	We have published our OTM-R policy in English at our Charter & Code website and will prepare the translation to Norwegian to be published by June 1, 2024. In addition, we are covering the OTM-R topics on our employee site under recruitment and research.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, completely	All our recruitment guidelines and internal regulations are published on the employee site keeping with the national legislation and is continuously updated, we use an e-recruitment tool holding following EU regulations and have an Applying for job section on the external website in English.
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 channels for staff training: <ul style="list-style-type: none"> OsloMet has a competence and learning platform called OsloMet Academy with on-going training on HR topics, sector regulation changes and recruitment with both physical and online courses throughout the year for all staff, and management, both academic and administrative. We have about 50 HR employees and course attendance varies from 15-50 depending on the OTM-R topic offered. We have an active HR teams group to keep everyone updated at all times. We organize HR forums four times per year. We have a solid recruitment team working across the organization with monthly recruitment meetings to discuss and improve our recruitment processes. We have an office handling the on-boarding of international researchers and a working group of HR ambassadors have been implemented to improve areas of international on-boarding. We have a close cooperation with the R&D section on Researcher mobility issues.

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4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes, completely	We use an e-recruitment tool for the entire recruitment process as well as for promotions. We are currently in the process of implementing a new e-recruitment provider to be completed by end of 2024 and a complete HR system which will help us improve the candidate travel from on-boarding, follow-up to career development, to be ready by July 2024.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, completely	Quality control of open, transparent, and merit-based recruitment is regulated by national law and committees tasked with review of the recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	All our positions are published externally, with few exceptions for short-term positions. We use mandatory recruitment templates which are continuously updated with the aim of increasing the number of external applicants.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	Our research positions are, with few exceptions, advertised in English and on international portals such as EURAXESS portal, Academic Positions and often LinkedIn and Research gate. Our mandatory templates are updated with the aim of increasing the number of researchers from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, completely	According to our latest diversity statistics from 2023 we have 66,75 percent women employed at OsloMet, and the highest number of female professors in Norway. In addition, we make special efforts in attracting underrepresented groups by adding a diversity statement in all our job publications stating: "It is important to OsloMet to reflect the population of our region, and all qualified candidates are welcome to apply. We make active endeavors to further develop OsloMet as an inclusive workplace and to make adaptations to the workplace where required. You are also welcome to apply for a position with us if you have had periods where you have not been in employment, education, or training."
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	OsloMet is striving to be an attractive workplace for researchers and our recruitment policy is to recruit the best-qualified academic staff nationally and internationally. The OsloMet working conditions, both academically and in employee benefits, are internationally competitive. In 2022 the HR department implemented the OsloMet International Staff Services to ensure a professional on-boarding process for international researchers, both for practical matters, inclusion, and language training for both the researcher and their accompanying family. This information is promoted in all our job adverts.

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10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, partially	We can monitor this through the selection process and our use of recruitment channels.

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	We use mandatory templates for all positions we publish in the e-recruitment tool, both in Norwegian and English. In addition, OsloMet has a publishing policy with a requirement to be OTM-R compliant when it comes to publishing positions in international recruitment channels by using the EURAXESS portal.
12. 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	The job advertisement templates include information and links to opportunities for academic development and career opportunities, diversity, and inclusion, required qualifications and employee benefits.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	All our research positions are posted internationally on the EURAXESS portal.
14. Do we make use of other job advertising tools?	x	x		Yes, completely	Yes, we also use Academic Positions, LinkedIn, Research gate and a number of other academic recruitment channels to recruit international candidates and for in addition we advertise through oslomet.no, nav.no, finn.no and various Norwegian research channels.
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes, completely	All our candidate handling is done through the e-recruitment tool, making it easy and safe for the candidate to register and deliver their application.

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?		x	x	Yes, completely	There are strict internal guidelines for the nomination of the expert committee upon appointment and promotion for each academic position dictating the amount of committee members, include both internal and external and has to include both sexes. Research and professor positions is also required to include a committee member from another country.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	The guidelines are published on our employee website in both Norwegian and English under Expert Committee.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, completely	It is an OsloMet requirement to secure gender balance in the Expert Committee as set by our published guidelines.
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	Written guidelines for Expert Committee were revised on January 2024 and in addition OsloMet has endorsed the principles and committed the institution to comply with the recommendations of the DORA declaration (the San Francisco Declaration on Research Assessment).

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	It is a mandatory part of our recruitment process to let the candidate know the outcome of their application process.
21. Do we provide adequate feedback to interviewees?		x		Yes, partially	Yes, it is a mandatory part of our recruitment process to give feedback to the candidates, but we could improve giving more helpful career and interview advice to first time applicants.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	Applicants are given a 14-day deadline for submitting comments to the expert committee's report. If the university receives comments of an academic nature, these will be sent to the expert committee for assessment and, where necessary, an additional statement. The final consideration of appointment/promotion is carried out by the recommendation and appointment authorities at OsloMet. National legislation only permits limited insight into the reasoning behind the hiring decision, and it does not allow for complaints on the decision (public administration act).

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, completely	Union representatives are always invited to take part in our recruitment process, starting from accepting the publication text to being part of the 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. We ensure OTM-R compliance with Written guidelines for Expert Committee, following the DORA declaration and through the national guidelines for recruitment and research careers from the Norwegian Directorate for Higher Education and Skills. Candidates can find information about our application procedures on our Work for us website.