OTM-R Checklist

Case number: 2019PL399853
Name Organisation under review: Warsaw University of Life Sciences - SGGW
Organisation's contact details: ul. Nowoursynowska 166, Warsaw
Date endorsement charter and code: 01/07/2015

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)

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 partially	The University is in the process of developing an OTM-R policy - the relevant document: Good practices leading to implementation of OTM-R Policy at Warsaw University of Life Science – SGGW has been published on the website http://www.sggw.pl/wspolpraca-miedzynarodowa_/hr-excellence-in-research Also recruitment policy is based on following acts: - Law on Higher Education http://www.dziennikustaw.gov.pl/DU/2018 /1668/1 - Labour Code http://prawo.sejm.gov.pl/isap.nsf /DocDetails.xsp?id=WDU19740240141 - WULS Statute: https://fs.siteor.com/sggw/files /tresci/Senat /Statut_SGGW_2019.pdf?1559561521 - Code of Best Practice in Higher Education by the Polish Rectors Foundation https://arch.krasp.org.pl/pl/kdp /kodeks_dobre_praktyki - Code of conduct for the recruitment of researchers https://cdn5.euraxess.org/sites/default/files /domains/pl/karta_i_kodeks_broszura_pl.pdf

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	SGGW established recruitment procedures that are open, efficient, transparent, supportive and internationally comparable, as well as tailored to the type of positions advertised. The document informing about the entry and admission standards for researchers is included as : Annex 2 to the new university statute, dated 27.05.2019 Title: 'Rules governing the conduct of staff competitions'. New Statute https://fs.siteor.com/sggw/files/tresci/Senat /Statut_SGGW_2019.pdf?1559561521 In December 2019 the recruitment system 'e-Recruiter' which facilitates the management of the recruitment process was purchased. 'e-Recruiter' enables to create forms including surveys, establish entire recruitment processes along the entire communication path between the recruiter and candidate (response to application, communication during the recruitment process and feedback after completion).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	In order to ensure that all those who are involved in the recruitment process are provided with appropriate training the below trainings have been planned; • 'Training: "Counteracting discrimination and mobbing in employee relations and Equal Opportunities in Employment: the problem of discrimination and self-discrimination" is planned for June and December 2019 for the WULS managerial staff (ca 300 people). • e-Recruiter' system gives the possibility of an on-line training for the users. 2 people from the Human Resources Office have been already trained. There will be also trainings for the users at the Faculties

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	For the purpose of the recruitment process WULS uses: o e-Recruiter https://erecruiter.pl/ In December 2019 the recruitment system 'e-Recruiter'* which facilitate management of the recruitment process was purchased. In March 2019 one of the Faculty was piloted in recruitment process via 'e-Recruiter'. 'e-Recruiter' and the analysis of surveys sent by Faculties will enable preparation of the updated recruitment forms for candidates. According to the action plan for 2019-2021 an anonymous surveys in order to evaluate satisfaction level of the recruitment process are going to be sent out to the new employees. *'e-Recruiter' enables to create forms including surveys, establish entire recruitment processes along the entire communication path between the recruiter and candidate (response to application, communication during the recruitment process and feedback after completion). o WULS – intranet https://intranet.sggw.pl /intranet/?q=taxonomy_menu/3/30 o Additionally job advertisements in commercial portals contain an employer profile. https://pracodawcy.pracuj.pl/szkola-glowna-gospodarstwa-wiejskiego-w-warszawie,147011 o Ministry of Science and Higher Education website http://www.bazaogloszen.nauka.gov.pl/ o Euraxess https://euraxess.ec.europa.eu/jobs

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	According to the action plan for 2019-2021 in order to evaluate satisfaction level of the recruitment process an anonymous surveys are going to be sent out to the new employees. Based on the replies internal analysis-Candidate Experience-is going to be prepared. 'e-Recriuter' Candidate Experience' report https://go.erecruiter.pl /l/37402/2018-02-20/5fwy43
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Jobs offered by WULS are posted in: o WULS website o Ministry of Science and Higher Education website o Pracuj.pl website o Euraxess portal As stated in the Law on Higher Education and Science job offers are posted 30 days before the recruitment.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	Jobs offered by WULS are posted among the others in: Euraxess portal According to the action plan for 2019-2021 the recruitment forms in English are going to be prepared in 'e-Recruiter', this implies that staff is going to be trained to deal with processing and evaluating applicants and conducting interviews in English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-- No	According to the action plan for 2019-2021 – WULS will prepare recruitment procedure with recommendations on how to attract underrepresented groups is going to be prepared and then implemented.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The employment conditions at WULS SGGW are stable, there are contracts for 1 year, 4 years or unlimited, there are mechanisms of additional financial support for the active researchers. Also WULS offers wide range of social benefits including: summer camps, winter camps, scholarships for children of employees and occasional benefits. In addition, SGGW provides a wide range of social and sports benefits as well as attractive working conditions in the associated holiday resorts. According to the action plan for 2019-2021 defined recruitment templates including the above information for all Unities are going to be ready.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	The job descriptions clearly outline the qualifications, personal specification and relevant work experience for the roles. Controls are in place to ensure shortlisted candidates meet the requirements of the position. As a result of this, the most suitable researchers apply and are appointed to the position. According to the action plan for 2019-2021 an update of surveys and recruitment forms are going to be done. With the help of 'e-Recruiter' the qualitative assessment of submitted recruitment applications will be facilitated.

Advertising and application phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	WULS uses Euraxess, Pracuj.pl website and the 'e-Recruiter' which enable to create recruitment templates (also in English). According to the action plan for 2019-2021 recruitment committee is going to clarify and prepare defined templates for advertising positions.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	WULS job offers includes: organisation and recruitment unit (with link to the website), job title specifications and starting date; selection criteria; professional experience which distinguishes between required and desirable; contract status; application procedure and equal opportunities policy. According to the action plan for 2019-2021 the job offers are going to include links to detailed information on, for example, working conditions, entitlements, social benefits, training opportunities, career development, gender equality policies, etc. After preparation of application forms and recruitment procedure the profile will be additionally updated with the links.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	We do currently advertise all research vacancies on EURAXESS. (in accordance with Law on Higher Education and Science). We intend to fully use the EURAXESS after preparation of recruitment forms in the e-Recruiter in English and after training of recruitment and selection committees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	In addition to our own website we use a variety of websites to advertise research positions: Recruitment system 'e-Recruiter' https://erecruiter.pl/ Pracuj.pl website https://pracodawcy.pracuj.pl/szkola-glowna-gospodarstwa-wiejskiego-w-warszawie,147011
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	Recruitment system 'e-Recruiter' will enable after development of the recruitment forms and surveys the that candidate will be responsible for completing the forms with required statements (in accordance with the WULS Statute). The original documentation will be necessary and presented only during recruitment interview. The entire process before the interview will be conducted electronically using easy-to-fill application forms. The candidate will be informed by e-mail directly from the system about the next steps in the recruitment process.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	We do have clear rules on the appointment of selection committees. In accordance with the Statute of WULS selection committees are appointed by the Dean or Head of the Interfaculty Unit out of Unit employees.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?	x	x		-/+ Yes partially	We do have clear rules on the appointment of selection committees. In accordance with the Statute of WULS (http://bip.sggw.pl/statut-uczelni) selection committee includes: o Chairman (Dean or Associate Dean or Head of the Interfaculty Unit or Head of the Unit: not part of the department) o at least 3 members (Head of an independent Faculty unit or an extra-faculty unit (tam gdzie stanowisko) Furthermore the composition of the committees differs according to the position profile: o Selection committee for professor positions includes at least two persons with a professor degree o Selection committee for positions of academics includes at least 2 persons with the post-doctoral degree (Habilitatus doctor)
Are the committees sufficiently gender-balanced?	x	x		-/+ Yes partially	There are no rules regulating it but there will be guidelines prepared for ensuring sufficient gender balance.
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	We use a competency based assessment process for research positions and the competencies and their respective weightings our outlined to the selection committee prior to the interview. Currently also the Remunaration Rules are being developed at the university in which there will be an annex including the specific requirements for specific research positions.

Appointment phase

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	The analysis of the survey conducted in December 2018 at the Faculties showed that in some cases the rejected candidates had received feedback on the selection process. According to the action plan for 2019-2021 a guideline for post-application feedback is going to be implemented. WULS is going to inform all applicants who were admitted to the interview about the strengths and weaknesses of their application. Those who did not make to the final stage are going to receive a standard mail informing them of the outcome. The use of e-recruiter system will allow to automatically inform all candidates applying for a given position at each stage of the application process, also in case of rejection of the application.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	'e-Recruiter' system has an automatic answer options which can be modified. After sending the application form, the candidates receive an e-mail acknowledging that their application has been received. In every stage of recruitment it is possible to set in the system along with an appropriate feedback. According to the action plan for 2019-2021 'e-Recruiter' system is going to be adapt to the each stage of the recruitment, providing candidates with further information on the recruitment process, indicating the next steps and including an indicative timetable.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		-- No	According to the action plan for 2019-2021 appealing procedure regarding the recruitment is going to be implemented.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	HR Logo working group assess the progress in OTM-R implementation regularly also an anonymous surveys in order to evaluate satisfaction level of employees are going to be sent out