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How do you know?

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 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 visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2021PL593977

Name Organisation under review: Central Mining Institute GIG

Organisation's contact details: Plac Gwarków 1, Katowice, 40-166

Date endorsement charter and code: 08/09/2015

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.

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	Publishing OTM-R Policy on the GIG website in Polish and in English.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Regulating all the issues which concern employing staff for all types of positions by means of the procedure the Employment of Staff (PS - 6.02) with related documents. The OTM-R Policy will be developed that will include clear rules for employment for each position, in line with the requirements of the OTM-R
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Ensuring the access to training materials concerning the OTM-R principles for all individuals involved in the process of recruitment for research positions at the GIG.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Publishing the Notices of Competition for research positions on the GIG website, the EURAXESS portal as well as on the website of the Ministry of Science and Higher Education. The possibility of submitting application documents by e-mail. A new model of competition notice and online application form for scientific posts will be prepared to make it easier for candidates to apply for scientific competitions
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Developing a quality control system for the OTM-R.

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Compatibility of the Competition requirements and the OTM-R principles which are unified for the internal and external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Compatibility of the Competition requirements and the OTM-R principles which are unified for Polish and foreign candidates.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Compatibility of the Competition requirements and the OTM-R principles which are unified for all the candidates.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Providing the employees with working conditions which foster professional development, including the access to high-tech research facilities, the possibility of updating and expanding skills and competencies in addition to a motivating remuneration system.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	Posting information relevant for the candidates for research positions, including Notices of Competition, the requirements, and necessary application documents. Analyzing the application documents of all candidates by the Selection Committee. Verifying the qualifications of the selected candidate by the Scientific Council.
Advertising and application phase					

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Designing a unified template of the Notice of Competition for research positions based on the thematic scope complying with the structures of the notices posted on the websites of EURAXESS and the Ministry of Higher Education and Science.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	Including in the job advertisement links to all the documents and procedures listed.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Posting the Notices of Competition on the EURAXESS portal.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Posting the Notices of Competition for research positions on the GIG website, the EURAXESS portal as well as on the website of the Ministry of Science and Higher Education
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Limiting the required application documents to the ones which are necessary to evaluate the candidate's qualifications and experience. The possibility of submitting application documents by e-mail.
Selection and evaluation phase					

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Open Transparent Meritbased Answer:
Suggested indicators (or form of measurement) How do you know?

Do we have clear rules governing the appointment of selection committees?

x

x

++ Yes completely

Appointing the Selection Committee according to current principles stipulated by the Regulation on Competitions for the Recruitment to Research Positions at GIG. The Selection Committee has permanent members, for example the Chair; however, the make-up is partially changed on an individual basis by the GIG Director to ensure an objective evaluation of the submitted documents and the selection of the best candidate.

Do we have clear rules concerning the composition of selection committees?

x

x

++ Yes completely

The composition of the Selection Committee is in line with current principles stipulated by the Regulation on Competitions for the Recruitment to Research Positions at GIG. The Selection Committee has certain permanent members, for example the Chair; however, the make-up is partially changed on an individual basis by the GIG Director to ensure an objective evaluation of the submitted documents and the selection of the best candidate.

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement) How do you know?

Are the committees sufficiently gender-balanced?	x	x	+/- Yes substantially	Respecting the principle of gender balance while appointing the members of the Selection Committees simultaneously prioritizing the competences necessary for an objective evaluation of the candidates. The gender structure of the Committee results from the merit based choice of appropriate individuals from among independent GIG researchers. Information on gender balance in the Selection Committees will be introduced in the Rules of Procedure for recruitment to scientific posts in the GIG
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	Evaluating if the formal conditions specified in the Notice of the Competition have been met by the candidates, verifying their qualifications, accomplishments and skills as well as their suitability for the position which constitutes the subject of the Competition by the Selection Committee on the basis of the Regulation Concerning Competitions for the Recruitment to Research Positions at GIG.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		+/- Yes substantially	Publishing the results of recruitment on the websites of the GIG and the Ministry of Higher Education and Science through posting the name of the selected candidate after a positive opinion of the GIG Scientific Council has been issued.

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Open Transparent Meritbased Answer:
Suggested indicators (or form of measurement) How do you know?

Do we provide adequate feedback to interviewees?

x

+/- Yes substantially

Providing the candidates with feedback concerning the Competition and its results. An e-recruitment tool will be developed to inform candidates about the receipt of applications and the next steps in the recruitment process

Do we have an appropriate complaints mechanism in place?

x

-/+ Yes partially

The possibility of making complaints on the process of recruiting employees for research positions to the GIG Director who takes the decisions on hiring staff for research positions. Updating the internal regulations on employing staff for research positions with relevant provisions.

Overall assessment

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-- No

Developing and implementing an OTM-R evaluation system; for example by means of a survey examining the effectiveness of the procedures of recruiting employees for research positions.