

# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R

### Checklist for Institutions

	Open	Transparent	Merit- based	Answer: Yes completely/Yes substantially/ Yes partially/No	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	No	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>Yes completely</b>	Selection criteria for recruitment are described in <b>Ordinance #3</b> for Academic Staff. Date of latest update – 19.09.2013. Currently - in process of actualization.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>Yes completely</b>	The staff of “Human Resources” Department and the leadership of the university – President, Vice-Presidents, Rector, Vice-Rectors, Deans and Heads of Departments, are involved in the recruitment procedure and regularly update their information about requirements.

4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>Yes substantially</b>	On-line advertising of each competition for academic positions and for PhD- students positions (only in Bulgarian). <a href="http://www.vfu.bg/prepodavateli/konkursi/">http://www.vfu.bg/prepodavateli/konkursi/</a> <a href="http://www.vfu.bg/doktoranti/konkursi/">http://www.vfu.bg/doktoranti/konkursi/</a> <a href="https://www.jobs.bg/">https://www.jobs.bg/</a>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>Yes substantially</b>	Two-stage system: 1. Commission for Development of the Academic Staff; 2. Scientific Juries include internal and external for VFU members.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>Yes substantially</b>	There are no restrictions for external candidates.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>Yes substantially</b>	There are no restrictions for international researchers.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>Yes substantially</b>	There are no restrictions for candidates from underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>Yes substantially</b>	
10. Do we have means to monitor whether the most suitable researchers apply?				<b>Yes partially</b>	Feedback from previous employers, colleagues' opinion, list of publications, etc.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>Yes substantially</b>	Advertising in State Gazette is according an approved form.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		<b>No</b>	The information putted in the job advertisements is according the Law for Academic Staff Development in Republic of Bulgaria.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>No</b>	
14. Do we make use of other job advertising tools?	x	x		<b>No</b>	
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			<b>No</b>	
<b>Selection and evaluation phase</b>					

16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	<b>Yes substantially</b>	The selection committee's composition is described in the Law for Academic Staff Development in Republic of Bulgaria and in <b>Ordinance #3</b> for Academic Staff at VFU.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>Yes substantially</b>	The selection committee's composition is described in the Law for Academic Staff Development in Republic of Bulgaria and in <b>Ordinance #3</b> for Academic Staff.
18. Are the committees sufficiently gender-balanced?		x	x	<b>No</b>	The selection committee's composition is described in the Law for Academic Staff Development in Republic of Bulgaria and in <b>Ordinance #3</b> for Academic Staff. The main criterion is the competence of jury but not gender balance.
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	<b>Yes substantially</b>	The selection procedure and selection criteria are described in the Law for Academic Staff Development in Republic of Bulgaria, in <b>Ordinance #3</b> for Academic Staff and in <b>Ordinance #12</b> for acquiring of scientific and education degree "Doctor", and scientific degree "Doctor of Science".
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>Yes completely</b>	It is a mandatory part of the procedure. It is laid down in Ordinance <b>#3</b> for Academic Staff.
21. Do we provide adequate feedback to interviewees?		x		<b>Yes substantially</b>	
22. Do we have an appropriate complaints mechanism in place?		x		<b>Yes completely</b>	It is a mandatory part of the procedure. It is laid down in Ordinance <b>#3</b> for Academic Staff.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>No</b>	