

# OTM-R Checklist

**Case number**

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**Name Organisation under review**

Technical University of Cluj-Napoca

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25/01/2022

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24/02/2023

## 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					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	<a href="https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/">https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/</a> (only in Romanian).
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	For all selection periods the procedures and documents are updated and visible on the TUCN website <a href="https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/">https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/</a> <a href="https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF">https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF</a> .

	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 completely	All selection board members are trained to respect the OTM-R.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	TUCN use the national portal for e-recruitment in academic positions and EURAXESS portal for research only positions. National portal <a href="http://jobs.edu.ro/index.php?uid=18">http://jobs.edu.ro/index.php?uid=18</a> .
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	OTM-R system is verified by the TUCN legal department and the vice-rector for Teaching. In the recruitment procedure we have well defined the mechanism for dispute solving. <a href="https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF">https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF</a> .
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	The recruitment is equally accessible to internal and external candidates.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Mainly for european projects.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	TUCN has a strategic gender balance plan. <a href="https://www.utcluj.ro/media/decisions/2022/04/19/Planul_Strategic_al_UTCN_privind_egalitatea_de_gen.pdf">https://www.utcluj.ro/media/decisions/2022/04/19/Planul_Stragic_al_UTCN_privind_egalitatea_de_gen.pdf</a> .
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The positions are advertised in the media for all applicants. Most of the time, external applicants occupy only junior positions.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	The selection of researchers is made by competition with selection boards.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Yes, for EURAXESS and <a href="http://jobs.edu.ro/">http://jobs.edu.ro/</a> .
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 contains all necessary elements for applicants.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	For research only positions.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Yes, TUCN use jobs.edu.ro (Ministry of Education portal).
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Yes. There is an online platform for candidate enrollment.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Yes, all rules all well defined in the selection procedure: <a href="https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF">https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF</a> .
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Yes, in selection procedure: <a href="https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF">https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF</a> .
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The committees structure follows the TUCN's strategic plan on gender-balance: <a href="https://www.utcluj.ro/media/decisions/2022/04/19/Planul_Stragic_al_UTCN_privind_egalitatea_de_gen.pdf">https://www.utcluj.ro/media/decisions/2022/04/19/Planul_Stragic_al_UTCN_privind_egalitatea_de_gen.pdf</a> .

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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, the general principles for the assessment of research, education, people management and leadership criteria are published on our website: <a href="https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/">https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/</a> .
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Yes, at the end of the selection process, all candidates are informed of the result: <a href="https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/">https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/</a> .
Do we provide adequate feedback to interviewees?		x		++ Yes completely	All candidates receive feedback after each stage of the recruitment process and results are provided after each stage and at the end of the entire process: <a href="https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/">https://www.utcluj.ro/universitatea/concurs-posturi-didactice-sem-1-2022-2023/</a> .
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	At TUCN, there is an internal mechanism and procedure for the conduct of selection competitions and for complaints: <a href="https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF">https://www.utcluj.ro/media/page_document/470/4_Procedura_operationala_desfasurarea_concursului_UTCN.PDF</a> .
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	TUCN does not yet have an overarching and comprehensive monitoring system for OTM-R. A monitoring system will be developed as part of the human resources strategy for researchers.