

## Revised OTM-R

<b>Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list<sup>1</sup></b> <i>OTM-R checklist for organisations</i>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No</b>	<b>Suggested indicators (or form of measurement)</b>
<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	<b>+/-Yes, <i>substantially</i></b>	<a href="https://univ-brest.fr/fr/page/offres-demploi">https://univ-brest.fr/fr/page/offres-demploi</a> + revised job offers with description of UBO and benefits.
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, <i>substantially</i></b>	- New Charter for contract staff adopted by Supervisory Board on 6 July 2023 : <a href="http://www.univ-brest.fr/drh/menu/BIATSS/Contractuels/BIATSS/Charte-des-contractuels-en-CDD">http://www.univ-brest.fr/drh/menu/BIATSS/Contractuels/BIATSS/Charte-des-contractuels-en-CDD</a>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>+/-Yes, <i>substantially</i></b>	- Vade-mecum for recruitment of selection committees: <a href="file:///C:/Users/nqueffelec/Downloads/VAD%20EMECUM%20Constitution%20CdS%202024-1.pdf">file:///C:/Users/nqueffelec/Downloads/VAD EMECUM%20Constitution%20CdS%202024-1.pdf</a>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>++ Yes, <i>completely</i></b>	- on-line Recruitment process national Galaxie platform : <a href="https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/cand_recrutement_enseignants_chercheurs.htm">https://www.galaxie.enseignementsup-recherche.gouv.fr/ensup/cand_recrutement_enseignants_chercheurs.htm</a>

<sup>1</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

					<ul style="list-style-type: none"> <li>- CANDIDUBO: <a href="https://candidatures.univ-brest.fr/">https://candidatures.univ-brest.fr/</a>:</li> <li>- Setting-up of a Recruitment Unit at the HRD and recruitment process entirely digitised with new acquired tool 'Beetween' (from job offers publication to monitoring of applications).</li> </ul>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>+/-Yes, substantially</b>	<ul style="list-style-type: none"> <li>- Monitoring of the recruitment process with new 'Beetween' tool.</li> <li>- Satisfaction surveys made regularly.</li> <li>- UBO's employer's brand monitoring.</li> </ul>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>-/+ Yes, partially</b>	<ul style="list-style-type: none"> <li>- Publication of job offers on numerous social networks.</li> </ul>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>-/+ Yes, partially</b>	<ul style="list-style-type: none"> <li>- Trend in the share of applicants from abroad: 35% foreign researchers.</li> </ul>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>++ Yes, completely</b>	<ul style="list-style-type: none"> <li>- Inclusion policy against discrimination of all kinds.</li> <li>- Training sessions on Gender bias for members of selection committees.</li> <li>- Gender Equality and Sexual and gender-based violence Vice President appointed in April 2024.</li> <li>- Rate of women employed at UBO : 46% ( year 2022).</li> </ul>
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>	<ul style="list-style-type: none"> <li>- 'Welcome Guide for international staff': <a href="https://www.univ-brest.fr/digitalAssets/104/104964_Guide-for-international-staff--.pdf">https://www.univ-brest.fr/digitalAssets/104/104964_Guide-for-international-staff--.pdf</a></li> <li>- Teleworking Charte du télétravail.</li> </ul>
10. Do we have means to monitor whether the most suitable researchers apply?				<b>++ Yes, completely</b>	<ul style="list-style-type: none"> <li>- Digitised recruitment process and distribution of vacancies on various websites..</li> </ul>

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>++ Yes, completely</b>	EURAXESS : <a href="https://euraxess.ec.europa.eu/my">https://euraxess.ec.europa.eu/my</a> GALAXIE : <a href="https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html">https://www.galaxie.enseignementsuprecherche.gouv.fr/ensup/candidats.html</a>
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) of the OTM-R expert report <sup>2</sup> ]	x	x		<b>++ Yes, completely</b>	<a href="https://univ-brest.fr/fr/page/offres-demploi">https://univ-brest.fr/fr/page/offres-demploi</a> + revised job offers with description of UBO and benefits.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>++ Yes, completely</b>	The share of job adverts posted on EURAXESS is 25%. The share of job adverts posted on GALAXIE is 100%.
14. Do we make use of other job advertising tools?	x	x		<b>++ Yes, completely</b>	Pôle Emploi : <a href="http://www.pole-emploi.fr/accueil/">http://www.pole-emploi.fr/accueil/</a> APEC : <a href="https://www.apec.fr">https://www.apec.fr</a> / CapEmploi (service for persons with disabilities): <a href="http://www.capemploi.com/">http://www.capemploi.com/</a> 'Choisir le service public' 'LinkedIn' 'Hellowork'
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) <sup>45</sup> ]	x			<b>+/-Yes, substantially</b>	Applications are made electronically

<sup>2</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) <sup>45]</sup>		x	x	<b>++ Yes, completely</b>	Cf. National rules : The French Education Code: <a href="https://www.legifrance.gouv.fr/codes/texte_lc/LEGITEXT000006071191/2018-09-12/">https://www.legifrance.gouv.fr/codes/texte_lc/LEGITEXT000006071191/2018-09-12/</a> specifies the terms for the functioning of selection committees.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>++ Yes, completely</b>	- Vade-mecum on constitution of selection committees : <a href="file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf">file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf</a>
18. Are the committees sufficiently gender-balanced?		x	x	<b>++ Yes, completely</b>	- Vade-mecum sur la composition des comités de sélection : <a href="file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf">file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf</a>
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>	- Vade-mecum sur la composition des comités de sélection : <a href="file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf">file:///C:/Users/nqueffelec/Downloads/VAD_EMECUM%20Constitution%20CdS%202024-1.pdf</a>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>++ Yes, completely</b>	- 100% of candidates informed (via 'Beetween'tool).
21. Do we provide adequate feedback to interviewees?		x		<b>++ Yes, completely</b>	- 100% of interviewed candidates informed (via 'Beetween'tool).
22. Do we have an appropriate complaints mechanism in place?		x		<b>++ Yes, completely</b>	- Complaints and appeal system in place at HRD.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>+/-Yes, substantially</b>	<a href="http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO">http://www.univ-brest.fr/menu/universite/Travailler+%C3%A0+l%27UBO</a>