

# Open, Transparent and Merit-based Recruitment of Researchers



## Checklist for Institutions

University of Groningen, 2017. Update 2022 (question 1 and 2)	Open	Transparent	Merit-based	Answer: Yes <i>completely/</i> Yes <i>substantiall</i> <i>y/ Yes</i> <i>partially/No</i>	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	Yes	Relevant documents are placed on our webpage <a href="#">job opportunities</a> <ul style="list-style-type: none"> <li>- Recruitment policy</li> <li>- NVP Recruitment code</li> <li>- Privacy Statement</li> </ul>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes	The <a href="#">Recruitment guide</a> is an internal guide for all types of positions. Every member of a selection panel receives a link to

					<p>the document. The Recruitment guide is placed on intranet/MyUniversity.</p> <p>We developed this guide not only for the recruitment of academic staff but also for the recruitment of support staff. The guide can be used by anyone who is involved in the recruitment and selection of new staff: Appointment Advisory Committee chairs and members and HR advisors. A brief and informative <a href="#">video</a> from the NWO on interaction and group dynamics in evaluation committees supports the principles of this guide.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes	<ul style="list-style-type: none"> <li>- Training programme Unconscious Bias</li> <li>- HR advisor supports recruitment committees</li> <li>- <i>University of Groningen Professor Policy 2013</i></li> <li>- <i>Recruitment, Priority Status and From Work to Work Supervision Regulations 2017</i></li> </ul>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes completely	Web-based tool for (all) the stages in the recruitment process
5. Do we have a quality control system for OTM-R in place?	x	x	x	Partly	HR Services/ recruitment teams sends reminders to users of the webbased tool.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes	See below no. 9

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes	<p><i>Academic Staff:</i></p> <table border="1"> <thead> <tr> <th></th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>NLD</td> <td>24,41%</td> <td>21,02%</td> <td>24,17%</td> <td>21,70%</td> </tr> <tr> <td>Non-NLD</td> <td>75,59%</td> <td>78,98%</td> <td>75,83%</td> <td>78,30%</td> </tr> </tbody> </table> <p><i>Non Academic Staff:</i></p> <table border="1"> <thead> <tr> <th></th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>NLD</td> <td>81,32%</td> <td>62,78%</td> <td>86,23%</td> <td>79,64%</td> </tr> <tr> <td>Non-NLD</td> <td>18,68%</td> <td>37,22%</td> <td>13,77%</td> <td>20,36%</td> </tr> </tbody> </table>		2014	2015	2016	2017	NLD	24,41%	21,02%	24,17%	21,70%	Non-NLD	75,59%	78,98%	75,83%	78,30%		2014	2015	2016	2017	NLD	81,32%	62,78%	86,23%	79,64%	Non-NLD	18,68%	37,22%	13,77%	20,36%
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8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes	<p><i>Academic Staff:</i></p> <table border="1"> <thead> <tr> <th>Percentage Male and Female</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Man</td> <td>54,07%</td> <td>55,92%</td> <td>63,55%</td> <td>60,82%</td> </tr> <tr> <td>Vrouw</td> <td>45,93%</td> <td>44,08%</td> <td>36,45%</td> <td>39,18%</td> </tr> </tbody> </table> <p><i>Non Academic Staff:</i></p> <table border="1"> <thead> <tr> <th>Percentage Male and Female</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>Man</td> <td>34,49%</td> <td>33,74%</td> <td>32,84%</td> <td>32,62%</td> </tr> <tr> <td>Vrouw</td> <td>65,51%</td> <td>66,26%</td> <td>67,16%</td> <td>67,38%</td> </tr> </tbody> </table>	Percentage Male and Female	2014	2015	2016	2017	Man	54,07%	55,92%	63,55%	60,82%	Vrouw	45,93%	44,08%	36,45%	39,18%	Percentage Male and Female	2014	2015	2016	2017	Man	34,49%	33,74%	32,84%	32,62%	Vrouw	65,51%	66,26%	67,16%	67,38%
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9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes	<p><i>Percentage of External Applicants</i></p> <table border="1"> <thead> <tr> <th>Academic</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>%age External Applications (from all the candidates who filled in the details)</td> <td>77%</td> <td>88%</td> <td>91%</td> <td>91%</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Non Academic</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>%age External Applications (from all the candidates who filled in the details)</td> <td>62%</td> <td>68%</td> <td>66%</td> <td>69%</td> </tr> </tbody> </table>	Academic	2014	2015	2016	2017	%age External Applications (from all the candidates who filled in the details)	77%	88%	91%	91%	Non Academic	2014	2015	2016	2017	%age External Applications (from all the candidates who filled in the details)	62%	68%	66%	69%
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10. Do we have means to monitor whether the most suitable researchers apply?				Yes	We monitor the number of applicants for the position. We make long lists and short lists of qualified applicants																				

<b>Advertising and application phase</b>																																	
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes	HR services/ team recruitment																												
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		Yes	<a href="http://www.rug.nl/about-us/work-with-us/">http://www.rug.nl/about-us/work-with-us/</a>																												
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes	<p><i>The share of job adverts posted on EURAXESS:</i></p> <table border="1"> <thead> <tr> <th>Source</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>EURAXESS</td> <td>150</td> <td>178</td> <td>136</td> </tr> </tbody> </table> <p><i>Percentage of External Applicants</i></p> <table border="1"> <thead> <tr> <th>Academic</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>%age External Applications (from all the candidates who filled in the details)</td> <td>77%</td> <td>88%</td> <td>91%</td> <td>91%</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Non Academic</th> <th>2014</th> <th>2015</th> <th>2016</th> <th>2017</th> </tr> </thead> <tbody> <tr> <td>%age External Applications (from all the candidates who filled in the details)</td> <td>62%</td> <td>68%</td> <td>66%</td> <td>69%</td> </tr> </tbody> </table>	Source	2015	2016	2017	EURAXESS	150	178	136	Academic	2014	2015	2016	2017	%age External Applications (from all the candidates who filled in the details)	77%	88%	91%	91%	Non Academic	2014	2015	2016	2017	%age External Applications (from all the candidates who filled in the details)	62%	68%	66%	69%
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15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes									

<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	Yes	<p>Written guidelines  <i>University of Groningen Professor Policy 2013</i>  <i>Memorandum on UG Tenure track policy</i></p>

17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes	<p>Written guidelines  <i>University of Groningen Professor Policy 2013</i>  <i>Memorandum on UG Tenure track policy</i></p>
18. Are the committees sufficiently gender-balanced?		x	x		
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	Yes substantially	<p>Written guidelines  Rosalind Franklin Fellow recruitment guidelines</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		Yes	
21. Do we provide adequate feedback to interviewees?		x		Yes	
22. Do we have an appropriate complaints mechanism in place?		x		Yes	

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Not yet	No regular systematic evaluation of the recruitment process