

TEMPLATE 3 – OTM-R Checklist

Case number: **2019SE440593**

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	Appointments Procedure at KTH Guideline to the appointments procedure See also point 12 in the Gap analysis
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Date of latest update; Appointments Procedure at KTH 2019-06-10 Guideline to the appointments procedure 2019-06-18
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	According to the Guideline to the appointments procedure staff involved in the recruitment should participate in training arranged by KTH. See point 14 in the Gap analysis for more information.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	KTH has a Web-based tool for all stages in the recruitment process Varbi Recruitment System .
5. Do we have a quality control system for OTM-R in place?	x	x	x	++	Appointments Procedure at KTH Guideline to the appointments procedure In the recruitment process KTH applies: - Employment Board - Recruiting committees - Recruiting- and promotion boards Also see point 13 in the Gap analysis.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	The Public Employment Act (SFS 1994:260) §4 Merits and competence (Lagen om offentlig anställning)

					The Appointments Procedure at KTH Guideline to the appointments procedure shows that we encourage external candidates to apply. Also see points 11-14 in this document.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Appointments Procedure at KTH Guideline to the appointments procedure Also see point 18 in the Gap analysis.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Appointments Procedure at KTH and the Guideline to the appointments procedure Also see point 10-12 in the Gap analysis.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes according to Swedish labour law, KTH also has collective agreements. Also see point 24 in the Gap analysis.
10. Do we have means to monitor whether the most suitable researchers apply?				++	See point 5 and 14 in this document.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	x	++	KTH has advertisement templates for all research positions. The templates can be found on KTH 's intranet and are implemented in KTH's e-recruitment system.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x	x	++	For example links to trade unions, benefits, CV-templates, GDPR policy etc and information about KTH's work with Equality and discrimination.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	++	KTH posts academic positions at EURAXESS.
14. Do we make use of other job advertising tools?	x	x	x	++	Through our e-recruitment system Varbi Recruitment System we advertise academic positions at several international and national job boards for example Platsbanken, LinkedIn, ResearchGate, Naturecareers and Academic Positions.
15. Do we keep the administrative burden to a minimum for the candidate?	x		x	++	The candidates applies through our e-recruitment system, which is adapted to all types of platforms- smartphones, l-pad and computer. The application form is easy to use and intuitive and requires a minimum of work/effort.

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		X	X	++	Yes please see Appointments Procedure at KTH Guideline to the appointments procedure
17. Do we have clear rules concerning the composition of selection committees?		X	X	++	Yes please see Appointments Procedure at KTH Guideline to the appointments procedure
18. Are the committees sufficiently gender-balanced?		X	X	++	Yes please see Appointments Procedure at KTH Guideline to the appointments procedure Also see point 10-12 in the Gap analysis.
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	++	Appointments Procedure at KTH Guideline to the appointments procedure Also see point 5 in this document.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		++	Yes. The board's suggestion on whom should be employed is stated in a protocol, which is sent to the interviewed candidates. All candidates who have applied for the position will get an e-mail through our recruiting system that informs about who got the position.
21. Do we provide adequate feedback to interviewees?		X		++	See point 20 in this document.
22. Do we have an appropriate complaints mechanism in place?		X		++	Yes, According to Swedish law. In the notice of the employment decision, it is also information to the applicants about the possibility to appeal. On KTH's intranet, you also find instructions on how KTH handling Appeals .
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				++	Yes – according Swedish law and internal routines and regulations. Also see point 5.