Open, Transparent and Merit-based Recruitment
of Researchers Checklist

	Answer: ++ Yes completely +/-/Yes substantially -/+ Yes partially -- No	Suggested indicators (or form of measurement) and additional explanations
OTM-R system		
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	--	The OTM-R policy of IHN PAN has not been published online.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	+/-	IHN PAN has the "Regulation of Recruitment of Researchers in IHN PAN" (from 17/04/2021), in which the recruitment process is presented, including the information on where to publish job offers, who belongs to the recruitment committee, how the recruitment process is constructed, and how the results are communicated. However, it is not published online and does not incorporate all the OTM-R principles. The regulation is a legally binding document that will be published online. The OTM-R policy designed within the Institute (see Action Plan) will be a separate document providing a broader view of the recruitment and HR challenges.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R	-/+	All persons involved in the recruitment process are familiar with the Institute's internal recruitment policy. However, they are unfamiliar with all the features of OTM-R, which will be addressed through a dedicated training after the explicit OTM-R policy is formulated.
4. Do we make (sufficient) use of e-recruitment tools?	++	Job offers are published on the IHN PAN website, in Euraxess and in the Public Information Bulletin on the PAN website; applicants can send documents by e-mail; so far, no interviews were carried out via platforms such as Skype, Zoom etc. as there was no such need (applicants did not have trouble with attending the stationary interview). Nevertheless, IHN PAN is open to conducting interviews via platforms such as Skype, Zoom, etc.
5. Do we have a quality control system for OTM-R	-/+	The director and an HR employee control the formal correctness of recruitment. There is no formal quality control procedure since the OTM-R is not explicit. The control procedure will be detailed in the OTM-R.

in place?		
6. Does our current OTM-R policy encourage external candidates to apply?	++	Yes, the job offers are published on multiple platforms (website of IHN PAN, Ministry of Research and Education, EURAXESS, and on Facebook) and the Institute encourages the recruitment of scholars with different backgrounds. In principle, there are no job postings for the scholars continuing their careers in the Institute (e.g. for scholars switching from assistant professorship to full professorship). This issue will be further debated in the Scientific Council of the Institute.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	++	As above: Yes, the job offers are published on multiple platforms (website of IHN PAN, Ministry of Education and Science, EURAXESS, and on Facebook) and the Institute encourages the recruitment of scholars with different backgrounds. All job listings are posted in Polish and English. Candidates from abroad do not have to provide originals of diplomas in the recruitment process and job interviews can take place on-line. Moreover, the Institute participates in the PASIFIC programme dedicated to international scholars wishing to work within the Institute's premises.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	+/-	The Institute strives not to discriminate against potential candidates and employees in any manner. Unfortunately, the building in which the Institute is located is not adapted to the needs of people with reduced mobility. The Institute is, however, flexible when it comes to work-from-home and other potential arrangements for people not being able to access its premises. Moreover, the Anti-Discrimination and Gender Equality Committee has been created, and it will monitor the recruitment of under-represented groups in the Institute. As of now, 18 out of 45 research workers are women.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	+/-	The salaries brackets are fixed on the national level by the Law on Higher Education and Science (Art. 137 and Art. 138 in „Prawo o szkolnictwie wyższym i nauce" - Dz. U. 2018, poz. 1668) and by the Labor Code (Art. 77 in „Kodeks pracy" - Dz. U. 2018 poz. 917 z późn. zm.). The salary depends on the ministerial subvention. As of now, salaries are not smaller than in equivalent positions in academia, but the general funding level is not satisfying. While this remains beyond the Institute's control, the action plan partly addresses the issue.
10. Do we have means to monitor whether the most suitable researchers apply?	+/-	So far, the only foreign scholars working in the IHN have been recruited through international funding programmes such as PASIFIC or NAWA. The Institute does not discriminate against scholars from abroad, but the positions are few. The appropriate monitoring tools will be implemented if there are more openings.
Advertising and application phase		
11. Do we have clear	+/+	There is no model for job listing, but all the necessary information is provided (position description,

guidelines or templates (e.g., EURAXESS) for advertising positions?		requirements, documents to submit, deadlines, application methods, statement on privacy). EURAXESS has its own internal model for job listings.
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)]	+/-	Yes, in principle all the key information (see above) is posted. The new OTM-R policy will complete the list above with the elements from OTM-R Report.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	+/+	Yes, IHN PAN uses all tools provided by Euraxess. Euraxess has its own recruitment model, and the Institute's future internal model will be correlated with Euraxess's one.
14. Do we make use of other job advertising tools?	++	Yes. IHN PAN publishes offers on the website of the Ministry of Education and Science (ihn-pan.bip.gov.pl/praca/) and its Facebook page.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	++	Yes, the applications can be sent by e-mail, and interviews can be conducted via ZOOM, Skype etc. No unnecessary documents are required during the recruitment process, and the candidates must present the originals only after being selected.
Selection and evaluation phase		
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]	++	Yes. The recruitment committee comprises: 1. Vice-director of the Institute 2. Chief of the Unit to which the candidate applies 3. Between one to three external recruiters (with at least one person outside IHN PAN).
17. Do we have clear rules concerning the composition of selection committees?	+/-	Yes, the internal regulation on recruitment (article 2) explains that the director chooses the recruitment committee members according to the rules specified above. The regulation will be translated into English and posted on the Institute's website.
18. Are the committees sufficiently gender-balanced?	-/+	There is no explicit regulation concerning gender equality in the recruitment committee. This will be addressed in the upcoming OTM-R policy.
19. Do we have clear	-/+	Articles 5 and 6 of the internal recruitment regulation specify the formal recruitment criteria. There are no

guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?		explicit indicators for judging the candidates' merits. In principle, the evaluation includes 1) scientific achievements of the candidate, 2) extra-scientific factors (languages spoken, prizes, scholarships etc.), 3) skills specifically relevant for a given position. These various criteria will be made explicit in the OTM-R policy.
Appointment phase		
20. Do we inform all applicants at the end of the selection process?	++	The results are published on the Institute's website, and all candidates receive an e-mail or a phone call communicating the result. This is explicitly explained in the Institute's recruitment regulation (article 7), specifying a 7-day deadline for communicating results after the decision is made. The results are also published in the Public Information Bulletin of the Ministry of Research and Education.
21. Do we provide adequate feedback to interviewees?	-/+	All applicants receive the recruitment results but no feedback on their performance. This will be addressed in the Action Plan.
22. Do we have an appropriate complaints mechanism in place?	-/-	There is no mechanism to file complaints. Future candidates will be informed that the newly created Anti-Discrimination and Gender Equality Committee is the relevant body to address their concerns. (See Action Plan)
Overall assessment		
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	+/-	The HRS4R Committee, which was enshrined as a semi-permanent body, is responsible for the implementation and monitoring of OTM-R. It will take on these activities starting from Q1/2024.