OTM-R Checklist

	Open	Transparent	Merit-Based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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 partially)	Currently the recruitment procedure is available online on Eratosthenes CoE's website. However, we expect that following the HRS4R process, an OTM-R Policy will be reviewed on the basis of the Checklist and published on the website, thereby replacing the one currently available to the public. Additionally, some elements of OTM-R will be incorporated more consistently into the Recruitment Procedure and re-published on the website.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-+ (yes partially)	Within our recruitment procedures, we need to incorporate separate procedures, rules, and regulations for research staff as opposed to administrative staff. Different actions (based on the action plan) regarding changes in existing procedures or additional practices will be incorporated into the existing recruitment procedures.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-+ (yes partially)	Everybody who is granted a role in the OTM-R procedure, such as HR administrators, Evaluation Committee members, Presidents of Evaluation Committees, is informed of the Regulations & Policies. Members of the Evaluation Committee will be notified of the revised policies which will incorporate OTM-R issues prior to each recruitment activity. Trainings will be held for HR as well as the management research staff involved in recruitment and promotion procedures. All policies and guidelines will be published. All participants in recruitment interviews will be informed of the generic and specific training that will take place in their positions.

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Do we make (sufficient) use of e recruitment tools?	x	x		++ (yes completely)	In addition to the online advertisement of the new positions, Eratosthenes CoE purchased a HR software with embedded recruitment module and, since February 2024, the entire recruitment process (i.e. creation of the position and publication on the career page, online candidates' application, screening, interviews, evaluation, offer, communication/feedback to candidates, hire) is being done via this tool.
Do we have a quality control system for OTM-R in place?	x	x	x	-- (no)	The quality control mechanism is derived from the Recruitment Procedure and various internal standards. Detailed records of selection procedures are created and maintained. Among the responsibilities of the HR Department's staff involved in selection procedures is to oversee adherence to the OTM-R policy throughout the recruitment process. Compliance with the OTM-R policy, which guarantees transparency for all candidates, will be assigned to the QA Department as mandated.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+- (yes substantially)	Even though all advertisements are published on the Eratosthenes CoE's website, Euraxess, EURES, 6 liaison offices in Universities in Greece, Ergodotisi, Carierista, other local websites and/or newspapers, and our social media, additional options and portals will be selected to attract and approach qualified researchers.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+- (yes substantially)	All job advertisements are published in English and are always published on the Eratosthenes CoE's website, Euraxess, EURES, 6 liaison offices in Universities in Greece, and our social media. We will explore further advertising opportunities on relevant portals that cater to qualified research personnel, with a particular focus on attracting researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented	x	x	X	+- (yes substantially)	The recruitment advertisements clearly state that there is no discrimination in

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groups?					candidates and that Eratosthenes CoE is an equal opportunity employer. All advertisements have been modified to use inclusive language. We will be adding our non-discrimination policy on our website with a link to all of our job ads. Regarding the gender, currently we have a high percentage of women applicants per position.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	X	+- (yes substantially)	Eratosthenes CoE is fully compliant with all provisions of Cyprus Law regarding employment as well as EU legislation incorporated into local law. Attractive salaries for all levels of researchers are given as well as measures to facilitate work-life balance.
Do we have means to monitor whether the most suitable researchers apply?				+- (yes substantially)	The Evaluation Committees utilise research excellence metrics, such as h-index, publication record, etc. to examine the research output for researchers. With the establishment of HR software with a recruitment module, we have the option to filter and monitor the suitability of the applicants for each position.
advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ (yes completely)	Yes, we have templates for all positions based on internal regulations.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+- (yes substantially)	Advertisements are kept as concise as possible. There is always the link for our webpage which includes major information of the elements included in the toolkit. More specific links will be added for the issues identified.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ (yes completely)	All research positions are advertised on Euraxess, as well as on the Eratosthenes CoE's website, EURES, 6 liaison offices in Universities in Greece, and our social media. Alternative online platforms such as Ergodotisi.com and Carierista.com are used for administration positions and research support positions.
Do we make use of other job advertising tools?	x	x		++ (yes completely)	Alternative online platforms are used such as Ergodotisi.com, Carierista.com,

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					Paideia News recruitment platform, the CUT Website and our social media. We will explore further advertising opportunities on relevant portals that cater to qualified research personnel.
Do we keep the administrative burden to a minimum for the candidate?	x			++ (yes completely)	Throughout the entire selection process, we streamline administrative requirements for candidates to include only the legally mandated documentation necessary for the commencement of employment, in full compliance with GDPR regulations.
selection and evaluation phase					
Do we have clear rules governing the appointment of Evaluation Committees?		x	x	+- (yes substantially)	The fundamental principles governing the recruitment and formation of Evaluation Committees are rooted in the Recruitment Procedure. When these rules will be updated, there will be a focus on providing more detailed specifications regarding the appointment of Evaluation Committees.
Do we have clear rules concerning the composition of Evaluation Committees?		x	x	+- (yes substantially)	The Recruitment Procedure contains the overarching definition of the rules. When these rules will be updated, particular attention will be given to specifying provisions related to the appointment of Evaluation Committees.
Are the committees sufficiently gender-balanced?		x	x	-+ (yes partially)	A recommendation will be made for gender balance in Evaluation Committees. Also, our recruitment policy regarding the composition of committees will be modified to ensure that gender balance is taken into account.
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)	For research staff on a fixed-term contract, the criteria are indicated in advertisements and selection is made to choose the most suitable candidate.
Appointment phase					
Do we inform all applicants at the end of the selection process		x		++ (yes completely)	All candidates are informed about the results when the procedure is completed.
Do we provide adequate feedback to interviewees?				-- (no)	All candidates are informed about the outcome of the interview and feedback is given upon request.

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Do we have an appropriate complaints mechanism in place?		x		-+ (yes partially)	All complaints that are received by the HR department are sent a written response from the HR department following relevant internal discussion with the appropriate department. We will establish procedures for the submission and management of complaints.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-+ (yes partially)	Being a relatively new organisation, we have yet to review whether OTM-R delivers its objectives. We are currently in the process of reviewing our staff which will indicate if the recruitment process was successful. Compliance with the OTM-R policy is a fundamental prerequisite for advancing the human resources within Eratosthenes CoE for research, which in turn influences the progress and quality of all creative endeavors. The primary objectives aimed at fostering high-quality research and innovation are outlined in the Center's Strategic Development Plan, which are subject to annual assessments. The findings from these evaluation surveys will be factored into the formulation of the Center's strategic development initiatives for the 2024+ period. The execution of these strategies will undergo a comprehensive assessment as part of the Center's upcoming 2-year evaluation cycle, focusing on research and innovation activities.