

OTM-R – Högskolan Väst

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.

	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)
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++	<p>Current status:</p> <ul style="list-style-type: none"> HV's Employment Regulation is available on external website in both Swedish and English. https://www.hv.se/en/meet-university-west/job-opportunities^[OBJ] Guidelines for employment and promotion are available on external website in both Swedish and English. https://www.hv.se/en/meet-university-west/job-opportunities^[OBJ] Rules and Guidelines for Research education are available both in Swedish and English. https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/rules-and-guidelines-for-research-education.pdf Specific entry requirements: General syllabus for the third-cycle programme in production technology and work-integrated learning are available both in Swedish and English. https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/general-syllabus-for-the-third-cycle-programme-in-production-technology.pdf https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/general-syllabus-for-third-cycle-studies-in-work-integrated-learning-last-revised-2022-02-10.pdf
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	<p>Current Status:</p> <ul style="list-style-type: none"> Employment regulation and guidelines for employment and promotion are available on the external website in both Swedish and English (see 1 above). These two documents describe the OTM-R procedure set out for teaching and research staff. It has been identified that these documents are missing detailed instructions that are currently given by the HR department on a case-to-case basis. There are internal procedures for recruiting and admitting doctoral students for research education. These documents are available for all involved in the recruitment group. <p>Future actions:</p>

					See Action 15 in Action Plan.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	<p>Current status:</p> <ul style="list-style-type: none"> • There is no official training programme at HV in OTM-R. However, new managers are offered an introduction to Swedish legislation and regulations in relation to recruitment. • To ensure that OTM-R is followed, all HR specialists who assist managers in recruitment have completed the training “Recruiting of government employees” offered through the Swedish Agency for Government Employers (https://www.arbetsgivarverket.se/in-english/). HR is involved in all steps of the recruitment. • Members of the Academic Appointments Board are expected to be well acquainted with all governing documents relevant to recruitment. <p>Future actions:</p> <ul style="list-style-type: none"> • See Action 6 in Action Plan.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	<p>Current status:</p> <ul style="list-style-type: none"> • All recruitments are administrated in our recruitment system Varbi (https://www.varbi.com/en/). The recruitment system is used in all steps of the process and is designed to maintain a transparent and equal process.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	<p>Indicators:</p> <ul style="list-style-type: none"> • The Academic Appointments Board’s assignment is to ensure the quality of the recruitment processes in accordance with OTM-R. The Board monitors the process and recommends the decision-making body how to handle a specific case. • External Experts are involved when assessing the applicant’s scientific and pedagogical background. They produce and submit a written review. The review clarifies on what basis the experts have made their recommendation. Experts are involved in some of the recruitments of research staff, in accordance with the Employment regulation (https://www.hv.se/en/meet-university-west/job-opportunities). • HR is involved in all steps of the recruitment to ensure that the recruitment group follows OTM-R procedures. • Continuous reviews of formal steering documents are carried out.

					<p>Future actions: See Action 15 in Action Plan.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p>Current status:</p> <ul style="list-style-type: none"> All vacancies are advertised as regulated in the Swedish Public Employment Act (https://www.government.se/government-policy/labour-law-and-work-environment/1994260-the-public-employment-act-lag-om-offentlig-anstallning/). Non-temporary employments are published via external channels (including LinkedIn, Facebook, etc.) to encourage as many people as possible to apply. Depending on research fields and language requirements, vacancies are advertised through Euraxess. Regarding shorter temporary employments, the advertisement reach, and publication time are limited. We do not always use external channels, except for informing the Swedish Public Employment Service about the vacancy. We do not collect statistics for internal/external candidates since all vacancies are advertised. <p>Future actions: See Action 5 in Action Plan.</p>
7. Is our current OTM-R policy in linewith policies to attract researchers from abroad?	x	x	x	+/-	<p>Current status:</p> <ul style="list-style-type: none"> Euraxess and other international channels are used when advertising within some research fields and some positions (when relevant). HV is not permitted by national legislation to compile statistics on the trend of applications from people outside of Sweden. <p>Future actions: See Action 5 in Action Plan.</p>
8. Is our current OTM-R policy in linewith policies to attract underrepresented groups?	x	x	x	++	<p>Current status:</p> <ul style="list-style-type: none"> HV works with inclusiveness and gender mainstreaming both at a university level and at a department level. The official plan for gender mainstreaming at HV identifies prioritised focus areas and activities. For example, equal recruitment, acquisition of qualifications and research allocation and gender equality

					<p>competence (https://www.hv.se/en/meet-university-west/about-university-west/gender-mainstreaming/).</p> <ul style="list-style-type: none"> All departments annually compile an action plan for competence maintenance and development. The departments evaluate in which subject fields they need to recruit and what groups that are underrepresented.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	<p>Current status:</p> <ul style="list-style-type: none"> HV offers favourable collective agreements and work time contract for all researchers in all career stages. HV offers continuous development and possibility to apply for promotion and/or new academic title. HV does not collect statistics for internal/external candidates since all vacancies are advertised.
10. Do we have means to monitor whether the most suitable researchers apply?				+/-	<p>Current status: See Action 5 in Action Plan.</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	<p>Current status:</p> <ul style="list-style-type: none"> Yes. All vacancies for researchers have their own template for advertising in the recruitment system Varbi.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	<p>Current status:</p> <ul style="list-style-type: none"> We refer and link to our university guidelines and regulations in each job advertisement. The guidelines and regulations are available in English.

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	<p>Current status:</p> <ul style="list-style-type: none"> The recruitment processes are compatible with Euraxess, making it easy to publish advertisements on the Euraxess job portal. Advertisements are published on Euraxess when considered appropriate. For example, when publishing vacancies where Swedish is not a language requirement. <p>Future actions: See Action 5 in Action Plan.</p>
14. Do we make use of other job advertising tools?	x	x		+/-	<p>Current status:</p> <ul style="list-style-type: none"> When considered applicable, vacancies are published on Facebook, LinkedIn, Indeed (https://www.indeed.com/jobs?q=Europe&vjk=f5d4b633dde6106f) and other portals. <p>Future actions: See Action 5 in Action Plan.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<p>Current status:</p> <ul style="list-style-type: none"> HV has clear instructions for the candidate to follow. The application template guides the candidate to upload the mandatory documents. If the candidate does not submit mandatory documents, HV will contact the candidate to request the correct details. HV does not request hard copies of applications.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>Current status:</p> <ul style="list-style-type: none"> The composition of the Academic Appointments Board is regulated in the university's job description for the Academic Appointment Committees (HV 2019/216, available upon request). The composition of the Research and Education Committee is regulated in the university's job description for the Research and Education Committee (only available in Swedish). https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/arbetsbeskrivning-fun-2019.pdf

17. Do we have clear rules concerning the composition of selection Committees?		x	x	++	<p>Current status:</p> <ul style="list-style-type: none"> There are clear regulations regarding the composition of Selection Committees. See also point 16 above.
18. Are the committees sufficiently gender-balanced?		x	x	+/-	<p>Current status:</p> <ul style="list-style-type: none"> HV requires gender-balance in all formal committees. The gender balance in operative recruitment groups is often dependent on the subject area and therefore difficult to affect. <p>Future actions:</p> <p>See Action 9 in Action Plan.</p>
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	++	<p>Current status:</p> <ul style="list-style-type: none"> Employment regulation and guidelines of employment and promotion of teachers https://www.hv.se/en/meet-university-west/job-opportunities/ The Public Employment Act (https://translate.google.com/translate?hl=en&sl=sv&u=https://www.riksdagen.se/sv/Dokument-Lagar/Lagar/Svenskforfattningssamling/Lag-1994260-om-offentlig-an_sfs-1994-260/) states that the most suitable candidate, with the best competence and experience shall be offered the position. Rules and Guidelines for Research education is available both in Swedish and English. https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/rules-and-guidelines-for-research-education.pdf General syllabus for the third-cycle programme in production technology and work-integrated learning are available both in Swedish and English. https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/general-syllabus-for-the-third-cycle-programme-in-production-technology.pdf https://www.hv.se/globalassets/dokument---medarbetare/08.-mallar/general-syllabus-for-third-cycle-studies-in-work-integrated-learning-last-revised-2022-02-10.pdf
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	<p>Current status:</p> <ul style="list-style-type: none"> All applicants are informed of the employment decision.

21. Do we provide adequate feedback to interviewees?		x		+/-	<p>Current status:</p> <ul style="list-style-type: none"> The goal is that people who are interviewed should always receive personal feedback. Feedback to all applicants is not always feasible. Access to written statements from external experts are available on request. <p>Future actions:</p> <p>See Action 7 in Action Plan.</p>
22. Do we have an appropriate complaints mechanism in place?		x		+/+	<p>Current status:</p> <ul style="list-style-type: none"> Swedish legislation (https://translate.google.com/translate?hl=en&sl=sv&u=https://www.riksdagen.se/sv/dokument-lagar/dokument/svensk-forfattningssamling/forvaltningslag-1986223_sfs-1986-223) regulates that employment decisions are appealable. HV follows this procedure. An employment decision can be appealed within three weeks of it being posted, i.e. before it has gained legal force. Upon appeal, the case is forwarded from the university to The Higher Education Appeals Board, which decides the case.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	<p>Current status:</p> <ul style="list-style-type: none"> The HR department and the Academic Appointments Board are continuously working to ensure that all recruitment processes of researchers follow HV's recruitment policy. <p>Future actions:</p> <p>See Action 16 in Action Plan.</p>