

## OTM-R Checklist

Case number: 2023RO161304

Name Organisation under review: University of Agronomic Sciences and Veterinary Medicine of Bucharest

Organisation's contact details: Mărăști Blvd. Nr. 59, Sector 1, ZIP 011464, Bucharest,

Telefon: +40 (21) 318 22 66, Fax: +40 (21) 318 28 88, Email: [post@info.usamv.ro](mailto:post@info.usamv.ro) , <https://usamv.ro/>

Date endorsement charter and code: 17.11.2023

### Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- no**. Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- no)	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	-- No	No.  Suggested indicator:  The OTM-R policy will be developed within the first 2 years of the Action Plan and published (in

					Romanian and English) on the USAMVB site.
2.Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	According to the methodology of USAMVB.  <a href="https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf">https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf</a>  <a href="https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf">https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf</a>
3.Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	Yes, according to the H. 1336/28.10.2022  <a href="https://legislatie.just.ro/Public/DetaliuDocumentAfis/261250">https://legislatie.just.ro/Public/DetaliuDocumentAfis/261250</a>  <a href="https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf">https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf</a>
4.Do we make (sufficient) use of e-recruitment tools?	x	x	x	+/- Yes substantially	All vacancies are published on the website USAMVB  <a href="https://usamv.ro/posturi-didactice-vacante/">https://usamv.ro/posturi-didactice-vacante/</a>  <a href="https://usamv.ro/posturi-cercetare-dezvoltare-vacante/">https://usamv.ro/posturi-cercetare-dezvoltare-vacante/</a>  <a href="https://usamv.ro/posturi-nedidactice-si-auxiliare-vacante/">https://usamv.ro/posturi-nedidactice-si-auxiliare-vacante/</a>  <a href="http://edu.jobs/posture.php">http://edu.jobs/posture.php</a>  <a href="https://euraxess.ec.europa.eu">https://euraxess.ec.europa.eu</a>  <a href="https://monitoruloficial.ro">https://monitoruloficial.ro</a>  Suggested indicator:  USAMVB will extend e-recruitment tools with information on rights, obligations, employment conditions and employee benefits to the candidate after application submission, information on

					specific recruitment steps in 2 years.
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	Institutional quality control exists and operates in all areas of activity.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	According to the H. 1336/28.10.2022, for all external candidates who speak and know the Romanian language
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes, partially	Only a small number of international candidates apply, due to language barriers (all the internal documentation are in Romanian) and due to low attractiveness of the Romanian research salary. Suggested indicator: The OTM-R policy in accordance with the policies for attracting researchers from abroad in English will be published in a maximum of 2 years.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes, partially	USAMV's methodology on recruitment and selection of candidates for teaching and research position promotes gender equality. Recruitment methodology is committed on merit based in a way that leads to the best candidates being selected. There is no discrimination in any way based on gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition. However, no specific recruitment and selection measures are in place to attract underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	USAMV offers development opportunities, training programs, implements Health and safety regulations and has top research infrastructure.  <a href="https://usamv.ro/structura-si-organizare/">https://usamv.ro/structura-si-organizare/</a>
10. Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Candidates who fulfill all requirements are eligible for the selection process. At present, there is no existing protocol in position to evaluate whether the most appropriate applicants have presented their applications.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes, completely	We use clear guidelines. All advertising position are published on the university website, <a href="https://www.usamv.ro">https://www.usamv.ro</a> <a href="http://edu.jobs/posture.php">http://edu.jobs/posture.php</a> <a href="https://euraxess.ec.europa.eu">https://euraxess.ec.europa.eu</a> <a href="https://monitoruloficial.ro">https://monitoruloficial.ro</a>
12. 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	In the job advertisement we include information about the position, the job description, the necessary documents, the legal conditions that must be met to be eligible for the university.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Only some vacancies. Suggested indicator: Number of research job adverts posted on EURAXESS
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	<a href="https://usamv.ro/posturi-didactice-vacante/">https://usamv.ro/posturi-didactice-vacante/</a> <a href="https://usamv.ro/posturi-cercetare-dezvoltare-vacante/">https://usamv.ro/posturi-cercetare-dezvoltare-vacante/</a> <a href="https://usamv.ro/posturi-nedidactice-si-auxiliare-vacante/">https://usamv.ro/posturi-nedidactice-si-auxiliare-vacante/</a> <a href="http://edu.jobs/posture.php">http://edu.jobs/posture.php</a> <a href="https://euraxess.ec.europa.eu">https://euraxess.ec.europa.eu</a> <a href="https://monitoruloficial.ro">https://monitoruloficial.ro</a>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	The administrative staff from the HR department offers all the necessary support throughout the process of registration and evaluation of candidates.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	In the methodology we have principles that indicate the formation of selection committees.  <a href="https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf">https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf</a>  <a href="https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf">https://usamv.ro/wp-content/uploads/2024/09/Asiguarea-calitatii.pdf</a>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	According to USAMVB's Methodology on recruitment and selection of candidates for teaching and research positions clear rules are in place:  According to the H. 1336/28.10.2022  <a href="https://legislatie.just.ro/Public/DetaliuDocumentAfis/261250">https://legislatie.just.ro/Public/DetaliuDocumentAfis/261250</a>
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	Members of recruitment committees are chosen on the basis of their competence and experience and are mainly gender balanced.
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, completely	Internal procedures Guide for the Recruitment and Selection Process includes guidelines and procedures to judge 'merit' in a way that leads to the best candidate being selected.  <a href="https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf">https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf</a>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process	x	x	x	++ Yes, completely	Yes, all results are published on the university website.

21. Do we provide adequate feedback to interviewees?	x	x	x	++ Yes, completely	<p>Yes, we provide feedback.</p> <p>The competition committee, corrects, amends, completes the given answers</p>
22. Do we have an appropriate complaints mechanism in place?	x	x	x	++ Yes, completely	<p>There are complaints committees and procedures in place.</p> <p><a href="https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf">https://usamv.ro/wp-content/uploads/2024/09/metodologie.pdf</a></p>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	<p>There is not yet a complete system in place to assess all the OTM-R components.</p>