

OTM-R Checklist

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).

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / -+ Yes partially / -- 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	++	BTH anchors the OTM-R policy through the following document: <ul style="list-style-type: none"> BTH guidelines for employment and promotion of teachers and appointment to docent (BTH-1.1.3-0305-2022). Instructions to applicants at appointment of teachers, promotion, and appointment to docent. Instructions for the pedagogical portfolio. The English versions are published here: Vacancies BTH The Swedish versions are published here: Lediga tjänster BTH
2. Do we have an internal guidesetting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	BTH guidelines for employment and promotion of teachers and appointment to docent (BTH-1.1.3-0305-2022) follows a set process depending on position. The latest version of this employment guidelines of teachers was updated in 2022-12-16.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	BTH has recruitment committee members with extensive experience and skills. Therefore, a training program has not been developed for the members. In the upcoming years, we will develop a training program for new members and other employees involved in recruitment to undergo.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	A web-based system, Reach-Mee, is used for stages in the recruitment process. These are fully utilised.

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5. Do we have a quality controlsystem for OTM-R in place?	x	x	x	++	All steps in the recruitment process for an academic position follow a standardised procedure and include controls that vary depending on the position. The candidate for an academic position is evaluated by independent external experts. The Recruitment Committee conducts an overall assessment of the process.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	When BTH recruits it is the most qualified candidate that will be employed, regardless of gender, ethnicity, external etc. BTH recommends at least three weeks' advertising. We publish our advertisements on suitable websites. The recruitment chairperson is responsible for approving advertisements and plays a pivotal role in ensuring that advertisements do not contain overly specific requirements. BTH emphasises its commitment to diversity and warmly welcomes applicants with various backgrounds.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	BTH always emphasis that international applicants may initially teach in English (except when there are specific reasons). Almost all permanent positions and tenure-track positions are advertised on EURAXESS.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	<p>A review is conducted by independent external experts, following a specific process that mandates inclusion of both a man and a woman. Throughout this process, the most qualified teachers/researchers are invited to undergo a test lecture and an interview. For each recruitment, the head of the department must complete a checklist. This checklist includes gender statistics of applicants, evaluations by experts, and interviewees. Additionally, our checklist assesses whether specific measures have been taken to engage the underrepresented gender group.</p> <p>At BTH, gender analysis is conducted within the yearly operational plan and the BTH gender equality plan. The latter outlines annual initiatives aimed at fostering improvements in the realm of equal opportunities.</p>

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9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Our employment contracts for teachers and researchers set a benchmark in excellence. We offer, among other benefits, 10% dedicated time for professional development, empowering teachers to enhance their qualifications. Additionally, we provide a 3000 SEK wellness allowance, fostering a healthy work-life balance. Sweden also offers exceptional family benefits, contributing to a supportive and enriching environment for families.
10. Do we have means to monitor whether the most suitable researchers apply?				++	An evaluation of the candidates is made by the Recruitment Committee and by external experts. BTH advertises widely on different channels.
ADVERTISING AND APPLICATION PHASE					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	All vacancies for researchers have their own template for advertising in the 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		++	We link to BTH 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		++	Almost all permanent positions and tenure-track positions are advertised on EURAXESS. We always emphasize that international applicants may initially teach in English (except when there are specific reasons). We always highlight that we welcome applicants with diverse backgrounds and experiences.
14. Do we make use of other job advertising tools?	x	x		-/+	For each employment advertising channels are considered. We publish on BTH website, Facebook, LinkedIn, Instagram, etc. We aim to enhance the visibility by developing films, images, and written content.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	BTH application template guides the candidate to upload the mandatory documents. Our system is user-friendly for candidates and other users. Our descriptions detailing which documents should be uploaded for each service are also well-designed. If the candidate does not submit mandatory documents, BTH will contact the candidate to request the

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					correct details. If the candidate wants to apply for several positions, we already have their information saved.
SELECTION AND EVALUATION PHASE					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	BTHs Recruitment Committee (RK) consists of ten regular members and one secretary. The regular members include a chairman, HR manager, two deans, four representatives for the teachers, one educational developer, and one student representative. The RK is expanded with a head of department and a teacher representative from the relevant institution when the RK decides on matters concerning the respective institution.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	BTH has guidelines for decision-making authority and majority for RK (BTH-1.1.3-0052-2023).
18. Are the committees sufficiently gender-balanced?		x	x	++	BTHs guidelines for the selection of the teachers' representatives in the recruitment committee (BTH-1.3.3-0133-2019) states that the teacher representatives in the recruitment committee should consist of both men and women. Today it contains four women and six men.
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	++	BTH has clear guidelines " <i>The handling of the Recruitment Committee's matters</i> " for selecting the most suitable candidate.
APPOINTMENT PHASE					
20. Do we inform all applicants at the end of the selection process		x		++	We inform all applicants through our recruitment system. We always try to keep them informed at every step of the process.
21. Do we provide adequate feedback to interviewees?		x		++	Everyone who will be interviewed receives verbal feedback.
22. Do we have an appropriate complaints mechanism in place?		x		++	Candidates receive information regarding the final published decision, where we inform them that if they are not satisfied with this decision, they have the right to appeal to the

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					Appeals Board for Higher Education.
OVERALL ASSESSMENT					
23. Do we have a system in place to assess whether OTM-R delivers its objectives?				++	The HR office and the recruitment committee are continuously working to ensure that external reviews occur at regular intervals of the recruitment processes.