

TEMPLATE 3 – OTM-R Checklist

Case number: 2018NL363401

Name Organisation under review: Delft University of Technology

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SUBMISSION DATE: *****

DATE ENDORSEMENT CHARTER AND CODE: June 2013

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.

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- base d	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	++	https://www.tudelft.nl/en/about-tu-delft/working-at-tu-delft/coming-to-the-netherlands-tu-delft/good-reasons-to-

					work-at-tu-delft/hr-excellence-in-research/
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Published june 2019, all personnel informed by newsletters
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	The central selectioncommittee of the TU Delft technology fellowship is trained, further action to be taken.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Go live for the pilot is planned for October 2019.
5. Do we have a quality control system for OTM-R in place?	x	x	x	--	No, suggestions on control systems are welcome.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	TU Delft has multiple initiatives in place to attract foreign candidates. Like Coming to Delft Service (CTDS), Partner Career Service (PCA), factcards Academic Transfer
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Yes (see 6.)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Yes, i.e. Delft Technology Fellowship, D&I policy, Diversity Office.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Yes, our aim is to provide every employee of the university with attractive working conditions. i.e. salary, research facilities, good work life balance, equal opportunities.
10. Do we have means to monitor whether the most suitable researchers apply?				--	We are open for additional suggestions on how to do this. The aim is always to hire the best candidate. Merit based.

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	We have templates for advertising positions, and standard sections on TU Delft, Faculty / Service and employment conditions.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	No, we share this information in our 'good reasons to work at TU Delft' webpage. In our vacancies we mention relevant conditions like Partner Career Service (PCA), Graduate School, etc.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	We share all our vacancies on the TU Delft website, Academic Transfer and LinkedIn. All scientific and english vacancies are also posted on Euraxess.
14. Do we make use of other job advertising tools?	x	x		++	Yes, i.e. LinkedIn, jobboards like Academic Positions, Indeed, Researchgate, Science etc.
15. Do we keep the administrative burden to a minimum for the candidate?	x			-/+ , <i>soon</i> ++	The soon to be implemented Applicant Tracker System will make the application process and therefore the candidate journey even less of a burden.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	-/+	No rules, but we do have recommendations, see recruitment guide.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	We do have written guidelines on the composition of the selection committees. See Recruitment Guide.
18. Are the committees sufficiently gender-balanced?		x	x	++	Yes, see the advice in the Recruitment Guide.

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, see the Recruitment Guide, chapter 5 and 6.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes, see the Recruitment Guide, chapter 7.
21. Do we provide adequate feedback to interviewees?		x		++	Yes, see chapter 7 of the Recruitment Guide.
22. Do we have an appropriate complaints mechanism in place?		x		++	Yes. For internal candidates we have, by law. External candidates can complain with the NVP Code of Conduct.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	No, not a system. But it will ofcourse be evaluated with the midterm self assesment of the HR Excellence in Research Logo.