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| **Dublin City University - Open, Transparent and Merit-based Recruitment Checklist[[1]](#footnote-1)**  ***OTM-R checklist for organisations*** | | | | | |
|  | **Open** | **Trans-parent** | **Merit-based** | **Answer: ++ Yes, c*ompletely***  ***+/-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 | ***++ Yes, completely*** | The [Recruitment & Selection Policy](https://www.dcu.ie/policies/recruitment-selection-policy); [The Code of Practice for the Employment of People with Disabilities](https://www.dcu.ie/system/files/2021-06/26-code_of_practice_employment_disabilities_hr_v2.0.pdf) and [The Equality & Access Policy](https://www.dcu.ie/policies/equality-access-policy) are available on the DCU Policies section of the University website in English and OTM-R principles are embedded in the policies. |
| 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*** | [Research Recruitment Guidelines](https://www.dcu.ie/people/researcher-recruitment-guidelines) are available for Research positions which outline the processes and procedures regarding pre-advertising, advertising, pre-interview, interview and appointment. Further information is available on the [Research Career Framework](https://www.dcu.ie/people/grow/dcu-researcher-career-framework)   |  | | --- | | [Researcher competencies](https://www.dcu.ie/people/grow/dcu-researcher-career-framework/Competencies) are included on the job descriptions when advertised. Researchers are assessed based on these. | |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | ***-/+ Yes, partially*** | It is a requirement for staff members involved in recruitment and selection to attend training regarding recruitment and selection and Unconscious Bias Training on our [e-learning platform](https://www.dcu.ie/people/grow/essential-elearning)  All Board members are provided with an Unconscious Bias Checklist as part of the recruitment & selection process.  DCU People also currently sit on interview boards and provide ongoing guidance and support for interview board members. |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | x | ***++Yes, completely*** | The newly launched [Jobs Portal (e-recruit)](https://www.dcu.ie/people/jobs) is used for applicants to apply for roles and caters for internal and external candidates. The University continues to work to expand the functionality of the e-recruit system which was launched in January 2024. |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | ***++Yes, completely*** | |  | | --- | | DCU People are involved in the key phases of Recruitment & Selection and have quality checks in place at pre-advertising, advertising, interview preparation (including shortlisting), interview & selection process and post interview phases.  DCU People currently sit on interview boards.  Job specifications are reviewed and approved by the DCU People team and advertised on the agreed advertising mediums. | |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | ***++Yes, completely*** | All positions are advertised on our DCU Jobs Portal <https://www.dcu.ie/people/jobs> for internal and external applicants and on the public websites including the University’s external website. External candidates are strongly encouraged to apply. All job advertisements are in English and are easy to access.  Research roles are also advertised on external platforms:  <https://euraxess.ec.europa.eu/jobs>;  [www.Jobs.ac.uk](http://www.Jobs.ac.uk);  [www.Universityvacancies.com](http://www.Universityvacancies.com),  [www.Linkedin.com](http://www.Linkedin.com) |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | ***++Yes, completely*** | The University strongly encourages researchers from abroad to apply. Research roles are advertised on external sites as stated in Q.6 above  <https://euraxess.ec.europa.eu/jobs>; [www.Jobs.ac.uk](http://www.Jobs.ac.uk); [www.Universityvacancies.com](http://www.Universityvacancies.com), [www.Linkedin.com](http://www.Linkedin.com)  The DCU People website provides information to attract researchers from abroad including links to information and policies outlined below:    [Why Work at DCU](https://www.dcu.ie/People/Jobs/Why-work-at-DCU)  [Staff Profiles](https://www.dcu.ie/people/dcu-people-staff-profiles)  [How to Apply for Jobs in DCU](https://www.dcu.ie/people/jobs/how-apply-jobs-dcu)  [Benefits](https://www.dcu.ie/people/benefits)  [Working Life at DCU](https://www.dcu.ie/people/benefits/dcu-campus-facilities)  [DCU Research Hub](https://www.dcu.ie/people/grow/researcher-hub)  [Research Career Framework](https://www.dcu.ie/people/grow/dcu-researcher-career-framework)  [Content for Academics & Researchers](https://www.dcu.ie/people/content-academics-and-researchers)  In addition, the University has developed and implemented a variety of policies and practices that promote equality of opportunity and was recently awarded the [Athena Swan Silver Award](https://www.dcu.ie/people/edi/athena-swan) in recognition of its commitment to addressing gender imbalances. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ***++Yes, completely*** | The University was awarded the [Athena Swan Silver Award](https://www.dcu.ie/people/edi/athena-swan) in recognition of the University’s commitment to addressing gender imbalances.  The University has developed and implemented policies and practices that promote equality of opportunity <https://www.dcu.ie/policies/equality-access-policy>  The Equal Opportunities Statement is published on the [Jobs Section of the DCU People website](https://www.dcu.ie/people/jobs)  All jobs advertisements are gender analysed at pre advertising stage.  Applicants applying for roles from abroad, guidance is provided on [Permit Guidelines](https://www.dcu.ie/People/Jobs/Employee-Permit-Guidelines)  The FAQ section of the [DCU People Jobs](https://www.dcu.ie/people/jobs) webpage provides details on how to apply for jobs, non-EEA eligibility etc  [Development opportunities](https://www.dcu.ie/people/grow) for all staff including researchers are available on the DCU People website in particular [Women in Leadership initiatives](https://www.dcu.ie/people/edi/women-in-leadership) and [Professional Skills for Research Leaders Programme (PSRL)](https://www.dcu.ie/people/grow/professional-skills-research-leaders-psrl-programme) |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | ***+/+ Yes, completely*** | The newly designed [Digital Orientation Programme](https://www.dcu.ie/people/grow-new-staff-orientation) explains the attractive working conditions for researchers and further information is available on the [DCU People website](https://www.dcu.ie/people) and [Benefits page](https://www.dcu.ie/people/benefits).  The recently launched [DCU People Website](https://www.dcu.ie/people) also provides clarity on the working conditions for staff including researchers. This includes for example information to support their [Wellbeing](https://www.dcu.ie/people/benefits/wellbeing-at-dcu) and [Development](https://www.dcu.ie/people/grow) and further access to information on the [DCU Research Hub](https://www.dcu.ie/people/grow/researcher-hub)  Our Learning & Organisational Development Unit also carry our surveys and follow up focus groups as required to help to identify areas to further improve the researchers staff experience. |
| 10. Do we have means to monitor whether the most suitable researchers apply? |  |  |  | ***++Yes, completely*** | Job descriptions clearly outline the qualifications, personal specification, relevant work experience, competencies required. Controls are in place to ensure shortlisted candidates and appointable meet the requirements of the role. As a result of this, normally the most suitable researchers apply and are appointed to the position |
| **Advertising and application phase** |  |  |  |  |  |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | x | ***+/- Yes, substantially*** | Defined templates are in place to advertise roles. |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [*see Chapter 4.4.1 a) of the OTM-R expert report*[[2]](#footnote-2)] | x | x | x | ***-/+, Yes, completely*** | DCU’s job advertisements include many of the elements as outlined in 4.4.1a of the OTM-R expert report such as: organisation and recruitment unit, job title specifications and closing date, selection criteria; professional experience which distinguishes between required and desirable; contract status; salary range, information on the Research Career Framework, application procedure and equal opportunities statement, professional development opportunities. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | x | ***++Yes, completely*** | We currently advertise research vacancies on EURAXESS <https://euraxess.ec.europa.eu/jobs> to attract international applicants. |
| 14. Do we make use of other job advertising tools? | x | x | x | ***+/- Yes, substantially*** | In addition to our DCU Jobs Portal and website we use a variety of websites and other media to advertise research positions: <https://euraxess.ec.europa.eu/job>  [www.Jobs.ac.uk](http://www.Jobs.ac.uk); [www.Universityvacancies.com](http://www.Universityvacancies.com), [www.Linkedin.com](http://www.Linkedin.com) to attract international applicants. |
| 15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* 45] | x | x | x | ***+/- Yes, substantially*** | On the [DCU Jobs Portal (e-recruit](https://www.dcu.ie/people/jobs))  applicants are required to submit an application form and the submission of an accompanying CV is optional. The information required from the candidate keeps the administrative burden to a minimum for researchers. Only successful candidates are requested for documented evidence of qualifications and any requirements of documents may be submitted electronically. |
| **Selection and evaluation phase** |  |  |  |  |  |
| 16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* 45] | x | x | x | ***+/- Yes, substantially*** | We have clear rules governing the appointment of the selection committees (board) and is outlined in the relevant recruitment procedures [Recruitment & Selection Policy](https://www.dcu.ie/policies/recruitment-selection-policy) |
| 17. Do we have clear rules concerning the composition of selection committees? | x | x | x | ***+/- Yes, substantially*** | Key principles of board composition are outlined in the [Recruitment & Selection Policy](https://www.dcu.ie/policies/recruitment-selection-policy) and in the [Research Recruitment Guidelines](https://www.dcu.ie/people/researcher-recruitment-guidelines).  Selection committees must have an external representative with the relevant experience and must be gender balanced. |
| 18. Are the committees sufficiently gender-balanced? | x | x | x | ***++, Yes completely*** | Gender balance on Committees should as much as possible be achieved as set out in the [Recruitment & Selection Policy](https://www.dcu.ie/policies/recruitment-selection-policy) |
| 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 | x | x | ***++Yes, completely*** | In advance of the interview, the Selection Board will agree a format of the Interview. Competency based assessment is used for research positions based on the competencies and their respective weightings outlined to the selection committee prior to the interview. Each selection committee member is assigned a competency to examine the candidate on and the results are recorded in the interview assessment book. |
| **Appointment phase** |  |  |  |  |  |
| 20. Do we inform all applicants at the end of the selection process? | x | x | x | **++ Yes, completely** | All applicants are informed of their status at each stage of the selection process. This includes informing candidates if they were unsuccessful following shortlisting and at interview stage. |
| 21. Do we provide adequate feedback to interviewees? | x | x | x | ***++Yes, completely*** | All internal candidates are provided with Feedback following the selection process. Feedback is available to all candidates upon request in line with the following policies  [Notification Outcome Candidates Policy](https://www.dcu.ie/policies/notification-outcome-candidates-policy) and the [Recruitment & Selection Policy](https://www.dcu.ie/policies/recruitment-selection-policy) |
| 22. Do we have an appropriate complaints mechanism in place? | x | x | x | ***++Yes, completely*** | Complaints are addressed by the University when they arise.   While there is a formal process available for internal candidates through the University’s [Grievance Procedure](https://www.dcu.ie/policies/grievance-policy)s, we do not have a formal mechanism in place for external applicants, however, principles aligned to the grievance procedure are applied |
| **Overall assessment** |  |  |  |  |  |
| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | x | x | x | ***++Yes, completely*** | DCU People use data insight reports to monitor the recruitment process and identify any opportunities for improvement in terms of delivering on the OTM-R objectives.  Gathering feedback on 1:1 basis, focus groups and surveys from key stakeholders is important to ensure that OTM-R delivers on it’s objectives.  It is DCU’s practice to ensure the adherence of the University’s policies & procedures and that the OTM-R principles are embedded in those policies to further support the objectives. |

1. [*http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*](http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies) [↑](#footnote-ref-1)
2. [*http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies*](http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies) [↑](#footnote-ref-2)