

Institute for Migration and Ethnic Studies (IMIN)

OTM-R IMPLEMENTATION CHECKLIST

Checklist for IMIN	Open	Transparent	Merit based	Answer: Yes completely/Yes substantially/ Yes partially/No	Current status and suggested indicators (or measurement)
1. Have we published a version of our OTM-R policy online (In Croatian and in English)?	x	x	x	Yes, completely	<p>Current status: OTM-R policy has been published on IMIN's web page in both languages: https://www.imin.hr/europska-povelja-i-kodeks/</p> <p>Note: Due to webpage reconstruction, both versions are currently available in the Croatian language section. After reconstructing the English pages, the versions will be available according to the selected language (<i>see HRS4R HR strategy 2021-2023.</i>)</p> <p>Indicator:</p> <ul style="list-style-type: none"> OTM-R Policy published online in English and Croatian (https://www.imin.hr/europska-povelja-i-kodeks/)
2. Do we have an internal guide setting out clear OTMR procedures and practices for all types of positions?	x	x	x	Yes, substantially	<p>Current status: We have an internal guide setting our clear OTMR procedures and practices for research positions which is outlined in our OTM-R Policy as well as being governed by Croatian law.</p> <p>Croatian law as well as collective employment agreements and IMIN's Statute outline the practices for the recruitment</p>

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					<p>of administrative staff at IMIN. The development of a specific OTM-R Policy for administrative and other staff has been placed as an action in IMIN's HRS4R HR strategy 2021-2023.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • IMIN's OTM-R Policy for researchers outlines key procedures and practices (in conjunction with Croatian law, IMIN's statute and collective employment agreements) <i>(status: completed)</i> • OTM-R Policy for administrative and other staff outlining key procedures and practices (in conjunction with Croatian law – outlining practices and procedures). <i>(status: not yet completed)</i>
<p>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</p>	x	x	x	Yes, substantially	<p>Current status: Regular meetings are held with the Institute's key actors in which EURAEXESS guidelines are discussed and concepts and understandings relating to OTM-R are conceptually developed. Peer training was considered a shared responsibility of the Steering Committee and Monitoring Committee including the coordinator. Revised guidelines were communicated to a wider audience as required for discussion.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of staff members involved in either the Steering Committee or the monitoring group who

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					<p>discussed the EURAESS guidelines and developed the OTM-R policy or revised it.</p> <ul style="list-style-type: none"> The OTM-R Policy discussed, reviewed and voted on by all members of the academic staff (Academic council). <i>(status: completed)</i> Refresher training of whole staff held by the co-ordinator yearly. <i>(see HRS4R HR strategy 2021-2023)</i>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	<p>Current status: E-tools recruitment tools are in use. The E-tools administrator has been appointed.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Appointed administrator for the E-tools <i>(completed)</i> E-tools used for recruitment when a job is advertised <i>(note: we have not had a position advertised in the last period for review)</i>
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, completed	<p>Current status: In most parts actual legal regulative and guidelines follow the quality criteria of the OTM-R. The recruitment process is developed and coordinated by HR. The recruitment guidelines and policies are issued by the Director in order to ensure common practices throughout the Institute. The Director and the Administrative Board are responsible for the implementation of recruitment guidelines and policies. The quality control system for OTM-R is outlined in the OTM-R Policy (see pg. 5): <i>Implementation and quality control of the OTM-R Policy</i> IMIN has an appointed HRS4R Steering Committee consisting of the HRS4R Strategy coordinator, the</p>

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					<p>Director, Legal Services Coordinator, Ethics Committee representative and a representative of the Scientific Council. The HRS4R Steering Committee will be responsible for supervising and reviewing recruitment processes to ensure they are in-line with this policy as well as being up-to-date with EU directives. In the event of recruiting a new employee, internal reporting for all phases of the process will occur as part of the evaluation process with notes on each key aspect of the process, prepared by the HRS4R Steering Committee.“</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Quality control processes outlined in the OTM-R Policy • Internal review of recruitment processes report – created following a new appointment
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completed	<p>Current status: Our current policies are advertised to a wide external audience and encourage open recruitment.</p> <p>Indictors:</p> <ul style="list-style-type: none"> • Mechanism in place for interviewing candidates located at a distance from IMIN using online methods are outlined in job advertisements (<i>see OTM-R Policy</i>) • Clear job descriptions and job criteria (both expected and desired) provided in both Croatian and English outlined in job advertisements (<i>see OTM-R Policy</i>) • Trend in number of external applicants for advertised positions.

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7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, partially	<p>Current status: Current policies partially encourage open recruitment and invite applications from international candidates. IMIN is a member of the EURAXESS Service Centre network and provides services for incoming international researchers, which is a strategic aim. (Note: as IMIN for a long period has not been able to employ new researchers, along with trends in application, we have included indicators that demonstrate the policy is in line with policies to attract researchers from abroad)</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Mechanism in place for interviewing candidates located at a distance from IMIN using online methods are outlined in job advertisements (<i>see OTM-R Policy – in line with the OTM-R Tool kit</i>) • International applicants are given the opportunity to be interviewed in English – outlined in job advertisements (<i>see OTM-R Policy in line with the OTM-R Tool kit and in our range of feasible actions</i>) • Clear job descriptions and job criteria (both expected and desired) provided in both Croatian and English outlined in job advertisements (<i>see OTM-R Policy in line with the OTM-R Tool kit</i>) • Trend in the number of international applicants for advertised positions.
8. Is our current OTM-R policy in line with policies	x	x	x	Yes, partially	<p>Current status: Recruitment processes are governed by laws and regulations. Members of underrepresented groups can apply under the same conditions. The current building</p>

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to attract underrepresented groups?					<p>does not contain an elevator suitable for applicants with disabilities requiring this service. This will be a recommendation made when the building undergoes the required renovations as a result of earthquake damage. IMIN is not the owner of the building.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • The OTM-R Policy outlines that advertisements place emphasis on IMIN being an equality opportunities employer. • Trend in the number of applications from underrepresented groups when a position is advertised.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, substantially	<p>Current status: The OTM-R policy is in line with the HRS4R action plan and is a key development area. The action plan focuses on the development of open and transparent processes across the board, facilitating opportunities for training, professional development and career advancement for all staff, with academic staff receiving financial rewards for high quality publications. The OTM-R policy will be implemented in IMIN's subsequent strategic action plans.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Trend in the share of applicants from outside the institution when a position is advertised.

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<p>10. Do we have means to monitor whether the most suitable researchers apply?</p>	x	x		Yes, substantially	<p>Current status: The appointed Committee, the Legal Service and the Director monitor the recruitment processes. The marketing of each position is tailored in order to attract the most suitable researchers. Applications are evaluated comprehensively based on the applicant’s merits in research and social impact. In addition, the applicants’ research plans directed towards IMIN’s strategic focus areas are part of the evaluation process. Another way to measure suitability is e.g. interview. It is also important that the advertised position reaches a wide audience - the EURAEXESS portal will be used as it provides employers an opportunity to connect with potential employees, advertising to a wider audience. Local portals, online media portals (such as LinkedIn) and international portals will also be used. Job advertisements will be clear and concise and outline the specific requirements and benefits of the position.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Review and document the total list of researchers who applied for advertised positions, their suitability against the criteria. (as part of quality control) • Evaluate job advertisements to ensure that they are clear and concise and outline the specific requirements and benefits of the position. • Review the reach of the job advertisement (number of locations where the job was advertised and audience)

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11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, partially	<p>Current status: There are written instructions for advertising vacancies in the OTM-R policy and governed by Croatian law.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • The EURAXESS platform is used for advertising positions • Advertised positions are in-line with the OTM-R Policy and Croatian law
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section?	x	x		Yes, substantially	<p>Current status: Job advertisements are in line with the Legal Acts, Regulations and specific IMIN regulations.</p> <p>Indicator:</p> <ul style="list-style-type: none"> • Information on researcher career profiles as well as the new and updated Regulations on the Workplace Organisation are made available to applicants.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	<p>Current status: All research posts are planned to be advertised on EURAXESS Jobs in English, as required by Law, Regulations, and general regulations of IMIN. <i>(Please note that a job vacancy has not existed at IMIN for a number of years.)</i></p> <p>Indicator:</p> <ul style="list-style-type: none"> • EURAXESS platform is used to advertise job vacancies.

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14. Do we make use of other job advertising tools?	x	x		Yes, completely	<p>Current status: In addition to EURAXESS Jobs, vacancies are advertised in Croatia's daily newspaper, Narodne novine, on the official IMIN website, noticeboards, and the vacancies brochure of the Croatian Employment Service (HZZ). This process will be expanded to include the LinkedIn platform (https://www.linkedin.com).</p> <p>Indicator:</p> <ul style="list-style-type: none"> Job advertised in Croatia's daily newspaper, Narodne novine, on the official IMIN website, noticeboards, the vacancies brochure of the Croatian Employment Service (HZZ) and LinkedIn's platform.
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes, partially	<p>Current status: Administrative burden is kept to a minimum by only requiring the necessary documents as set out by the Law. During the initial stages of applying, translated or original documents are not required.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Advertisements in-line with IMIN'S OTM-R policy that during the initial stages of applying, translated or original documents are not required. Online instructions for preparing and submitting supporting documents are prepared for applicants.
16. Do we have clear rules governing the appointment of selection committees?	x	x	x	Yes, substantially	<p>Current status: the positions are filled in compliance with the appointment procedure specified in the statute and general regulations of the imin.</p> <p>Indicator:</p>

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					<ul style="list-style-type: none"> Specifying institute guidelines according to the statute "Instructions for expert committees for the evaluation of applications for public tenders when recruiting for scientific, collaborative and professional positions".
<p>17. Do we have clear rules concerning the composition of selection committees?</p>		x	x	Yes, substantially	<p>Current status: The composition of the Appointment Committees is selected by the Scientific boards, according to IMIN's General Regulations and IMIN's OTM-R Policy. Three members of the Committee are from the IMIN while the fourth could be from some other scientific Institution. Aside from criteria specifications, there is an attempt to have a gender balanced committee.</p> <p>Indicator:</p> <ul style="list-style-type: none"> Outlines described in the Instructions for expert committees for the evaluation of applications for public tenders when recruiting for scientific, collaborative and professional positions and the OTM-R Policy
<p>18. Are the committees sufficiently gender-balanced?</p>		x	x	Yes, substantially	<p>Current status: The committees consist of experts within each discipline and is preferably gender balanced. This practice is not strictly defined by the general Regulations of IMIN. IMIN's OTM-R policy outlined having a gender balanced selection committee for recruitment purposes.</p> <ul style="list-style-type: none"> OTM-R Policy stating the need for gender balanced selection committees.

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					<ul style="list-style-type: none"> Evaluative reports of recruitment documenting the members of selection committees and their gender structure.
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, partially	<p>Current status: The General Acts of the Institute – Statute, defines strict criteria. Institute guidelines would clearly state the selection criteria for each career stage.</p> <p>Indicator:</p> <ul style="list-style-type: none"> IMIN's selection criteria for each career stage.
20. Do we inform all applicants at the end of the selection process?		x		Yes, completely	<p>Current status: All applicants, who did not make the final stages of the selection process, receive an email informing them of the outcome of their application. If due to the number of applicants, individual feedback for all applicants is not possible, all applicants will be informed of their opportunity to contact the recruiting unit/manager for individual feedback on their application. Those applicants who were shortlisted for the final part of the selection process and participated in an interview, receive personal return information on the outcome of the recruitment process.</p> <p>Indicators:</p> <ul style="list-style-type: none"> Statement given to unsuccessful applicants about their opportunity how to gain further feedback including the relevant contact details. Feedback given to shortlisted applicants.

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21. Do we provide adequate feedback to interviewees?		x		Yes, completely	<p>Current status: As previously stated, additional possibility for all applicants is provided to get insight into application documentation and any questions regarding the procedure, either personally or in written form.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Statement given to unsuccessful applicants about their opportunity how to gain further feedback including the relevant contact details. • Feedback given to shortlisted applicants.
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	<p>Current status: The recruitment decisions follow legislation. The complaint mechanism is clearly defined by the Croatian employment and labour legislation and IMIN's OTM-R Policy. Methods and the timeline for making complaints are provided in writing to unsuccessful applicants.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • OTM-R Policy and Croatian legislative guidelines. • Emails stating and applicant's right to complain, the process and timeline.
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, substantially	<p>Current status: The OTM-R Policy was recently approved. It is integrated into and followed up regularly as part of the HR strategy work and the HRS4R –action plan 2021-2023. The HRS4R Steering committee are responsible for coordinating</p>



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					<p>the evaluation of the policy and its procedures against what it aims to achieve (as outlined in the OTM-R Policy)</p> <p>Indicators:</p> <ul style="list-style-type: none">• Scheduled yearly policy review in regards to IMIN's practises.• Evaluation of policy processes through the quality control measures as outlined in the OTM-R policy.