



# **OTM-R POLICY**

## **OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT POLICY: RESEARCH STAFF**

Revised version, 2021

## **Policy statement**

The Open, Transparent and Merit-Based Recruitment (OTM-R) Policy outlines the rationale, scope, procedures, quality control and responsibilities governing the Institute for Migration and Ethnic Studies' (Institut za migracije i narodnosti - IMIN) recruitment processes. IMIN has embedded the principles outlined by The European Charter for Researchers: The Code of Conduct for the Recruitment of Researchers (<https://www.europa.ed.int/eracareers/europeancharter>) into its OTM-R policy. The OTM-R policy aims at establishing best practices during the recruitment process.

## **Rationale and policy aims**

The successful recruitment of researchers cannot be separated from the development of better working conditions. The development and maintenance of good working conditions, fair and transparent processes and the promotion of all forms of mobility will assist in attracting international researchers to IMIN who bring with them a variety of knowledge and experience, building IMIN's research capacity. Ensuring excellence in research is imperative for the future development of the Institute, in the establishment of its presence on a local, European and global stage.

The Institute for Migration and Ethnic Studies has endorsed the European Union's (EU) recommendations and principles outlined for Human Resource practices insisting upon better working conditions for researchers. This set of principles is outlined in the EU Commission's recommendation: The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. The European Charter for Researchers addresses the responsibilities, roles and entitlements of researchers and employers. It aims at providing an environment in which everyone contributes to the production of shared knowledge, along with enhancing career development opportunities for researchers. The Code of Conduct for Recruitment seeks to improve recruitment practices by making selection processes as fair and as transparent as possible.

In order to align IMIN's practices with the European Charter and Code, IMIN adopted the "Human Resources Strategy for Researchers Incorporating the Charter and Code" in 2010 ([https://www.imin.hr/wp-content/uploads/2021/01/EU\\_Charter\\_for\\_Researchers.pdf](https://www.imin.hr/wp-content/uploads/2021/01/EU_Charter_for_Researchers.pdf)) and implemented the Human Resources Strategy for Researchers (HRS4R) programme (followed by the corresponding Action plan 2017–2019: [https://www.imin.hr/wp-content/uploads/2021/03/HRS4R\\_Action-plan-2017\\_IMIN\\_en.pdf](https://www.imin.hr/wp-content/uploads/2021/03/HRS4R_Action-plan-2017_IMIN_en.pdf)). As recognition for aligning the Institute's policies and practices with the European Charter and Code, IMIN received, in May 2011, the HR Excellence in Research Logo award (<https://www.imin.hr/wp-content/uploads/2021/01/press-release.pdf>).

***Open, transparent and merit-based recruitment (OTM-R)*** is an important component of the Human Resources Strategy for Researchers (HRS4R). OTM-R aims at ensuring that the best person for the job is recruited, guaranteeing equal opportunities and access for all, facilitates developing an international portfolio (cooperation, competition, mobility) and makes research careers more attractive.

## **Scope**

Recruitment at IMIN is organised into two categories: the scientific staff (researchers) and the administrative staff. This policy focuses on the employment processes for research staff. The employment of researchers is homogeneous with respect to the category of researchers and the status of a researcher (temporary or permanent employment contract). Classification of research staff used at IMIN is consistent with Croatian law and also follows 4 levels of categories: 1) research associate (znanstveni suradnik); 2) senior research associate (viši znanstveni suradnik); 3) scientific advisor – first level selection (znanstveni savjetnik – prvi izbor); and 4) scientific advisor – second level section, a leading researcher in their area or field (znanstveni savjetnik – drugi izbor).

## **Procedures**

### ***Advertising vacant positions for researchers***

All externally advertised vacant positions for researchers are to be advertised (published) in full in printed or electronic media, on the IMIN website and the EURAXESS platform (available in Croatian and English). Advertisements are based on EU recommendations ([https://cdn1.euraxess.org/sites/default/files/policy\\_library/otm-r-finaldoc\\_0.pdf](https://cdn1.euraxess.org/sites/default/files/policy_library/otm-r-finaldoc_0.pdf), p. 17). Applicants will not be required to provide original or translated versions of their qualifications in the initial screening stage. The advertisement will express the ability for external applicants to be interviewed in English. IMIN is an equal opportunities employer.

The time frame between the announcement of the advertisement and the possibility to apply needs to be realistic. The candidates are to be provided with clear and transparent information on the recruitment process, including selection criteria and an indicative timetable.

The selection and evaluation criteria will be made available to the applicants including how candidates' merit will be evaluated both qualitatively (experience of a career path) and quantitatively (e.g., number of publications). The evaluation criteria will provide required and desired criteria. Reference needs to be made to IMIN's OTM-R policy (via weblink),



IMIN's equal opportunities policy and the relevant contact details provided. Applicants will not be asked to provide originals or translated certificates of their qualification in the initial application stage. All applicants will receive acknowledgement of receipt of their application via email including information on the following steps in the process.

### ***Selection Committee***

The Selection Committee will contain members who have the necessary expertise and competencies to adequately assess the candidates. The Selection Committee should contain a minimum of three members (where possible, including a gender balance of no less than one third of the committee being one gender). If possible, the selection committee will include an external expert. The process of nomination and selection of the Selection Committee needs to be transparent and open.

### ***Interviewing***

All candidates will be treated equally. All applicants are to be pre-screened prior to the shortlisting of candidates who will be offered an interview. If face-to-face interviews are preferred, the institution should financially assist in covering the interview expenses of shortlisted international candidates. If this is not financially feasible for IMIN to do so at the time, the candidate should be offered a remote virtual interview.

### ***Assessing candidates***

Criteria for assessing merit is structured around the advertised position, evaluated qualitatively and quantitatively while considering achievements as well as the future potential of the candidate. The European Framework for Research Careers are used to guide the creation of the selection criteria.

### ***Appointments***

All appointments at IMIN are in conformity with Croatian law and include social security. The researchers will be informed about their rights and obligations.

### ***Informing candidates***

All candidates will be informed of the outcome of their application. Candidates who received an interview will be provided information on the strengths and weaknesses of their application. They will be informed of the process in which they can make a complaint and the timeframe they have to do so.

## **OTM-R Policy implementation and quality control**

### ***Implementation and quality control of the OTM-R Policy***

IMIN has an appointed HRS4R Steering Committee consisting of the HRS4R Strategy coordinator, the 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. Once a year, the Steering Committee will review the OTM-R Policy in regards to IMIN's practises.

### ***Roles and responsibilities***

The HRS4R Steering Committee consists of the HRS4R Strategy coordinator (Committee Head), the Director, Legal Services Coordinator, Ethics Committee representative and a representative of the Scientific Council.

HRS4R Strategy Coordinator: The role of the HRS4R Strategy Coordinator is to oversee and co-ordinate the HRS4R Steering Committee activities that focus on ensuring that all recruitment processes are in-line with the OTM-R Policy guidelines, to organise whole staff training in relation to OTM-R principles and practices, to inform the HRS4R Steering Committee of current processes and any issues arising. To organise the internal evaluation of recruitment processes and to report on the recruitment process to the HRS4R Strategy Committee. They are required to disseminate information about HRS4R policies (such as the OTM-R policy), evaluations, action plans and so forth to IMIN's Scientific Council when necessary.

Director of IMIN: The director is a member of the HRS4R Steering Committee. The director's role, in relation to the OTM-R Policy, is to attend committee meetings, monitor and ensure that all practices of the HRS4R Steering Committee are consistent with those of the OTM-R policy, legal requirements and EU directives.



Legal Services Coordinator: The role of the Legal Services Coordinator is to attend committee meetings and advise the HRS4R Steering Committee of all legal requirements regarding policy and procedures and to monitor and provide timely advice to ensure that IMIN's practices are consistent with Croatian law as well as EU law and directives.

Ethics Committee representative: The Ethics Committee representative is a member of the HRS4R Steering Committee. It is their role to participate in Committee meetings, overseeing HR practices at IMIN and to ensure that all OTM-R practices are ethical and in-line with EU directives.

Scientific Council Representative: The Scientific Council Representative is a member of the HRS4R Steering Committee. It is their role to participate in Committee meetings, overseeing HR practices at IMIN.

### **Policy notes**

OTM-R Policy (2019) was prepared under the guidance of HRS4R Strategy coordinator (Dubravka Mlinarić) in consultation with the Steering and Monitoring committees was reviewed and accepted by IMIN's Academic Council on 15.03.2019.

OTM-R Policy (Revised version 2021) was revised by the HRS4R Strategy coordinator (Natasha Kathleen Ružić) in consultation with the Monitoring committee, was reviewed and accepted by IMIN'S Academic Council on 27.04.2021.

### **Contacts**

For further information regarding this policy please address your request to the HRS4R Strategy coordinator, email: [imin@imin.hr](mailto:imin@imin.hr).

Address: Trg Stjepana Radića 3 10000 Zagreb, Croatia

Tel.: +385 (0)1 6111 563; 6111 586

Fax: +385 (0)1 6119 680

IMIN's website: <http://www.imin.hr/>