

OTM-R Policy and Checklist

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Name Organisation under review: University of Agder

Organisation's contact details: Adriana Ruiz Parada, adriana.r.parada@uia.no

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Open, Transparent, and Merit-based Recruitment Checklist: OTM-R

UiA's recruitment policy is based on national legislation, encompassing the Civil Service Act and the Basic Collective Agreement. Furthermore, we build our policy on The Working Environment Act and the Gender Equality and Discrimination Act. These acts help us to systemise the evaluation criteria, which are also communicated to all our applicants and candidates through our announcements, and implemented by the Human resources personnel at the University of Agder.

The evaluation criteria should be made available to the applicants. Both national and local legislation regulate and systemise the recruitment process:

<https://lovdata.no/dokument/NL/lov/2017-06-16-67?q=statsansatteloven> (Statsansatteloven)

<https://lovdata.no/dokument/NLE/lov/2005-06-17-62> (AML)

<https://www.uia.no/for-ansatte/ditt-ansattforhold/for-ledere/rekruttering-og-ansettelse/rekrutteringsprosessen-undervisnings-og-forskerstillinger> (recruitment process - UiA)

<https://www.uia.no/en/about-uia/working-at-uia/charter-and-code-at-uia> C & C / (HR Strategy for Researchers – UiA Veileder for vurdering av akademisk stillinger)

- <file:///C:/Users/gerdrh/OneDrive%20-%20Universitetet%20i%20Agder/Personal-%20og%20organisasjon/Karriereutvikling/karriere-SVfak/NOR-CAM-a%20tool%20box%20for%20assessment%20and%20rewards.pdf>
- <https://www.uia.no/om-uia/working-at-uia/ansettelsesprosessen>
- <https://www.uia.no/en/about-uia/working-at-uia/hiring-process>
- <https://www.uia.no/for-ansatte/utdanning/forskerutdanning-ph.d/rekruttering-og-opptak-av-ph.d.-kandidater>

- <https://www.uia.no/en/for-employees/employee-at-uia/for-leaders/recruitment-and-employment/the-recruitment-process-for-teaching-and-research-positions>
- <https://lovdata.no/dokument/SF/forskrift/2006-01-31-102?q=forskrift+om+ansettelsesvilk%C3%A5r+for+stillinger>

	Open	Transparent	Merit-Based	Answer: (++)Yes completely / +- Yes substantially / + Yes partially / -- no)	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+-	Our websites are updated with our recruitment policy and guidelines. These are also communicated in all our announcements. https://www.uia.no/om-uia/working-at-uia/ansettelsesprosessen https://www.uia.no/en/about-uia/working-at-uia/hiring-process
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	UiA's internal recruitment policy is regulated by national legislation (mentioned above), and this is communicated to all our employees through our internal website. Furthermore, UiA's Human resources advisers are constantly trained in the different areas of our recruitment policy. https://www.uia.no/for-ansatte/utdanning/forskerutdanning-ph.d/rekruttering-og-opptak-av-ph.d.-kandidater https://www.uia.no/en/for-employees/employee-at-uia/for-leaders/recruitment-and-employment/the-recruitment-process-for-teaching-and-research-positions
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++	UiA's HR and recruitment staff is highly involved in all recruitment processes. The staff is professionally qualified to implement the national regulations regarding the recruitment of researchers. The HR department is responsible for maintaining the professional level in all questions regarding human resources and recruitment to secure employees' performance and development. A set of

					different training programs and forums specialising in several areas regarding human resources has, therefore, been created
Do we make (sufficient) use of recruitment tools?	x	x		+	We use the E-tool portal from Jobbnorge.no, which covers the entire recruitment process. However, there are certain features in the portal that are not known sufficiently to be a part of our processes. To implement the use of these features will require more training.
Do we have a quality control system for OTM-R in place?	x	x	X	+-	The University's hiring committee consists of representatives from both the employees and the management. The committee has the task of functioning as a control checkpoint for all recruitment processes. The representatives in this committee follow national guidelines and legislation. As a university, we understand that we should have better
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Yes. All our recruitment processes are external and published on various platforms.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+	All our positions are published and advertised nationally and internationally through websites where potential candidates might be easier to find. We use templates with information on the available position, the recruitment process and the University as a working place. We believe all this, together with the fact that we offer assistance and facilitate the process regarding working permits, might help us attract more researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	We have a comprehensive action plan for equality and diversity. The recommendations from the action plan are followed through our announcements and the way we implement our recruitment policy. Furthermore, we follow national legislation and recommendations to increase gender balance and diversity at the university.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+	Through our websites, we inform all candidates about UiA as a working place. We have several projects encompassing academic development and integration. We offer to all our researchers a variety of platforms and networks in which they can participate. We have also developed an onboarding function for all our employees' information with a focus on working conditions and benefits, and other opportunities.
Do we have the means to monitor whether the most suitable				-	Advertisement published at Academic Positions gives us an insight into the country of the applicant and an overview

researchers apply?					of the most popular positions. But until this moment, we haven't found a way to know whether or not we are attracting the most suitable researchers. However, we use "search and find-committees" when looking for specific professional and academic competence.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Yes, we have clear guidelines encompassing all phases of the recruitment process. These are part of our templates and are based on national legislation and guidelines. https://lovdata.no/dokument/SF/forskrift/2006-01-31-102?q=forskrift+om+ansettelsesvilk%C3%A5r+for+stillinger
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			Hva er den Toolkit? Our announcements include information and links to information about topics such as career development, gender equality, required qualifications etc
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	Yes. In addition, we encourage our researchers to participate in the EURAXESS network.
Do we make use of other job advertising tools?	x	x		++	Jobbnorge, Nav, uia.no, LinkedIn, Academic Positions
Do we keep the administrative burden to a minimum for the candidate?	x			++	UiA has solid digital solutions which gather all necessary information in one place available for our employees. We also develop an onboarding tool to facilitate employees' working conditions and increase their knowledge about their working place. Furthermore, our administrative staff is helpful on this matter.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++	There is guidelines for appointing the expertassessment committee.
Do we have clear rules concerning the composition of selection committees?		x	x	++	Yes. These are part of our guidelines. To select our expert committee, we have a focus on academic competence, impartiality and gender balance
Are the committees sufficiently gender-balanced?		x	x	++	Yes. This is an important part of the process, and it is established in our guidelines
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, we followed national legislation and created our guidelines, consisting, among other things, of templates for evaluating the candidates. Guidelines have been developed by the UHR organisation, called NOR- CAM based on OS-CAM.
Appointment phase					
Do we inform all applicants at the end of the selection process	x			++	Yes, this is established in our guidelines for recruitment policy. For this subject, we use the features available at

					Jobbnorge.no
Do we provide adequate feedback to interviewees?	x			++	Yes. Our guidelines establish that all candidates will be informed about the different phases of the recruitment process, including information about the expert committee and the person who gets the position.
Do we have an appropriate complaints mechanism in place?	x			++	Yes. Our guidelines allow all candidates to give feedback to the evaluation from the expert committee. This has to be answered by the leader of the named committee. Following Norwegian law, candidates have the right to ask for further information and present a complaint to the Equality and Anti-discrimination ombudsman.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+-	We are currently developing a control system of which recruitment will be a part. The goal is to establish measurements and evaluate our recruitment processes.