OTM-R Checklist

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

•	Open	Transparent	Meritbased	Answer:	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	-/+ Yes partially	MUS does not have an OTM-R policy, but has some OTM-R principles determined by the internal normative documents, incl. principles for an open, transparent and merit-based recruitment process. Plea: - Law on the development of the academic staff https://www.lex.bg/laws/ldoc/2135680028 - Regulations for the implementation of the law on the improvement of the academic staff https://www.lex.bg/laws/ldoc/2135696665 - REGULATIONS ON THE CONDITIONS AND PROCEDURE FOR ACQUIRING SCIENTIFIC DEGREES AND HOLDING ACADEMIC POSITIONS IN THE UNIVERSITY OF MEDICINE - SOFIA - 2022 https://mu-sofia.bg/wp-content/uploads/2022/10/PZRASZAD-MU-Sofia-27.9..22.pdf
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	Qualitative criteria for the development of the academic staff of the MU - Sofia https://mu-sofia.bg/wp-content/uploads/2022/10/PZRASZAD-MU-Sofia-27.9..22.pdf
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Only senior management level executives are aware of this policy
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	There is not even a section on the site with complete files of all announced vacant positions (such as a website, FB channel, etc.). The main goal is to be created an E-tool for recruitment at MUS. Only e-recruitment is used via the external Jobs tool (https://www.jobs.bg/ & https://www.karieri.bg), where advertisements for selected positions are entered. Advertising is also placed on web job portals (only in Bulgarian language).
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	There is currently no OTM-R quality control system at MUS, but the standard document is used Appendix 9."Attestation card for a lecturer/researcher", http://career.mu-sofia.bg/index.php/zakonovabaza
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Като част от процеса по Интернационализация на институцията ние използваме he EURAXESS Jobs Portal като последната публикувана информация е за Ph.D. Candidate In silico models for assessment of the allergenic potential of food proteins Research field: Chemistry > Physical chemistry Application deadline: 28/11/2022 23:00:00 Europe/Athens https://euraxess.ec.europa.eu/jobs/865566
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Unfortunately, at present, advertising on the http://career.mu-sofia.bg/ is published only in Bulgarian language.

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Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	Yes, the MUS is definitely open to such a underrepresented groups, there is even a separate specialty within the curriculum and after graduation students are helped to find a job as a visually impaired massage therapist (specialist with a medical education, who graduated from a medical college after completing secondary education and successfully passing a competitive exam. The visually impaired massage therapist has a percentage of reduced working capacity, certified by a TELK decision.)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	MUS offer researchers and academics sabbatical, mobility programmes and flexible working hours, regardless of gender, race or religion.
Do we have means to monitor whether the most suitable researchers apply?				-- No	There is no tool at MUS to assess whether the most suitable candidate reacted to the vacancy offer so far. There is also no record of job advertisements, including the success of responses and the selection of candidate(s).

Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	The possibilities of our specialized website for careers are used: http://career.mu-sofia.bg/index.php/proceduri
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	We bring to your attention a real example from our verification site: http://career.mu-sofia.bg/index.php/ons-doktoranti-proceduri-menu/mf-proceduri-dokrotanti/2139-ons-doctor- mf-117112022
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	No, MUS doesn't make this usage
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	On external job posting sites, as well as on the sites of our academic units and on the sites of our 13 university hospitals
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	The administrative burden is not very light as 6 different types of declarations and documents are required for the descriptive part:

●	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	With an individual Decision of the Academic Council of a certain date and a certain academic unit, it announces all the conditions of selection.
Do we have clear rules concerning the composition of selection committees?		x	x	-- No	No, we don't have any clear rules
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	This happens even on a natural basis due to the characteristics of the local population.
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	-- No	Each case is individually considered and there is no great objectivity in such final decisions.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	When there is an email left, there is a notification, but no phone calls are used to communicate the result, in case of a negative such result.
Do we provide adequate feedback to interviewees?		x		-- No	Unfortunately, the HR department don't provide an adequate feedback to interviewees.
Do we have an appropriate complaints mechanism in place?		x		-- No	No any at all, we are absolutely aware that one should be developed.
Overall assessment					

•	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	When we start this process, we have the necessary Steering commission to start working in this direction.