



Open Transparent and Merit-Based Recruitment of Researchers within the European Research Area

Open Transparent & Merit Based-Recruitment Checklist					
	Open	Transparent	Merit-based	Answer: Yes completely/Yes substantially/ Yes partially/No	Suggested indicators (or forms 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. The Policy for the Recruitment of Staff is available on the UL Policy Hub in English under Human Resources.	
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	Yes, the University of Limerick Policy for the Recruitment of Staff is available on the UL Policy Hub as specifies the requirements as it relates to each of the University of Limerick grades.	
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	As specified in the Policy for the Recruitment of Staff , the HR Division provides training on the best practices that should be employed during the interview process and encourage all Selection Board members to familiarise themselves with these principles in advance of the interview.	

				<p>The Competition Owner should ensure that all Selection Board members have completed online unconscious bias training and all Chairpersons have completed Chairperson training in advance of interview. Unconscious Bias Online Training (40-minute programme) was launched in July 2015 and is available via the HR website. See https://www.ul.ie/hr/elearning</p> <p>Effective from April 2021, all internal Selection Board members must have completed interviewer training. The University of Limerick operates interview skills training for selection board members and applicants as part of the annual training schedule. See Training Programmes and Schedule UL - University of Limerick</p> <p>In May 2021 the University of Limerick lead on a sector wide elearning EDinHE programme which replaces the previous LEAD Programme. This elearning programme consists of 4 modules (30 – 45 mins duration) and one of the four modules focuses specifically on Recruitment and Selection.</p>	
4. Do we make (sufficient) use of e-recruitment tools?	x	x		The University of Limerick has an erecruitment system through which all positions are advertised. The University of Limerick continues to work to expand the functionality of its erecruitment system.	
5. Do we have a quality control system for OTM-R in place?	x	x	x	Recruitment activities including OTM-R are integrated in the HR Divisions ISO Quality System. The Unit is audited annually to ensure it	

				continues to meet the ISO 9001 Quality Standard	
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, all vacancies for research staff posts are advertised both internally and externally. Advertising may be posted in the local, national and international press, specialist journals and electronic media as appropriate. In addition, the vacancies may be circulated to selected universities, research institutes or other appropriate bodies nationally and internationally. All advertisements are placed on the University of Limerick's website.	
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, the University of Limerick advertises research posts in the following locations to attract international candidates: www.euraxess.com ; www.researchgate.net ; www.jobs.ac.uk ; www.universityvacancies.com ; LinkedIn	
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	The University of Limerick is an equal opportunities employer and committed to selection on merit. Each advertisement specifically outline same to the candidate, stating that the University of Limerick holds a Bronze Athena SWAN award in recognition of our commitment to advancing equality in higher education. The University is an equal opportunities employer and is committed to selection on merit welcoming applicants from all sections of the community. The University has a range of initiatives to support a family friendly working environment. The University of Limerick has been designated a University of Sanctuary (2017) in recognition of its initiatives welcoming asylum seekers and refugees into its university community.	

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	The University of Limerick was awarded the HR Excellence in Research Logo in January 2013 and continues to work to implement the action plan outlined under the HRS4R and to provide attractive working conditions for researchers. Full details are available on the HR website. The University of Limerick is currently preparing an implementation plan in support of the Irish Universities Association Researcher Career Development and Employment Framework, which was launched in December 2020.	
10. Do we have means to monitor whether the most suitable researchers apply?				<p>Feedback from both recruiting managers and candidates is recorded in the customer feedback log which is an integral part of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard.</p> <p>As part of the Athena Swan initiative at the University of Limerick recruitment data is reviewed for equality statistics and appropriate action taken as outlined in the Athena Swan Action Plan.</p>	
Advertising and application stage					
11. Do we have clear guideline or templates (e.g., EURAXESS) for advertising positions?	x	x		<p>Yes, the research recruitment packs are available on the HR website (A-Z section) prepopulated with generic role profiles for each of the research grades to assist the recruitment manager to complete the template:</p> <ul style="list-style-type: none"> • Recruitment Pack - Senior Research Fellow 	

				<ul style="list-style-type: none"> • Recruitment Pack - Postdoctoral Researcher • Recruitment Pack - Research Assistant • Recruitment Pack - Research Fellow <p>Recruitment packs are reviewed by HR prior to advertisement to ensure job descriptions and salary scales are appropriate to the relevant grade of the position</p>	
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)	x	x		All University of Limerick advertisements include “additional information for candidates” outlining in detail the recruitment process, benefits available at UL, an equal opportunities statement and information in relation to training available at University of Limerick	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, the University of Limerick advertises research posts in www.euraxess.com to attract international candidates.	
14. Do we make use of other job advertising tools?	x	x		The University of Limerick advertises research posts in the additional following locations to attract international candidates. www.researchgate.net ; www.jobs.ac.uk ; www.universityvacancies.com LinkedIn	
15. Do we keep the administrative burden to a minimum for the candidates (see Chapter 4.4.1 b)	x			UL ensures the administrative burden for the applicant is kept to a minimum and only requests documents when required to make a fair, transparent and merit-based selection of the applicants. Documented evidence of qualifications are requested from successful candidates prior to appointment only.	
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees? (see Chapter 4.4.2 a)		x	x	Yes, the required composition of the selection board compositions is outlined in the relevant recruitment procedures.	
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, the required composition of the selection board compositions is outlined in the relevant recruitment procedures.	
18. Are the committees sufficiently gender-balanced		x	x	As part of the Athena Swan initiative, 40% female gender representation is now required on all selection boards of four board members and above and 33% for boards of three and under.	
19. Do we have clear guidelines for selection committees which help judge 'merit' in a way that leads to the best candidate being selected?			x	In advance of the interview, the Selection Board will agree a format for interview. This will include the core areas of questioning and approval of an agreed scoring system. The criteria against which candidates will be evaluated will be as stated in the advertisement and information for candidates.	
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		Yes, the Recruitment Office of the University of Limerick sends letters to all candidates confirming the outcome of the recruitment process.	
21. Do we provide adequate feedback to interviewees?		x		Candidates may request feedback from the interview process and the HR Representative then sends them the results of their individual scores from the interview process.	
22. Do we have an appropriate complaints mechanism in place?		x		Yes, in line with section 3.1.16 of the Policy for the Recruitment of Staff which is available on the UL Policy Hub a candidate may request the Governing Authority to review a recommendation of a Selection Board on grounds of manifest departure from the recruitment operating procedures, which it is claimed has affected the outcome for the candidate.	

				As part of the HR Quality System any candidate/ recruitment complaints received by the HR Department are logged in the customer feedback log and the corrective and preventative action register (as appropriate) which are integral parts of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard	
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<p>Recruitment activities (which includes OTM- R) are integrated as part of the HR Divisions ISO Quality System. The Unit is audited annually to ensure it continues to meet the ISO 9001 Quality Standard.</p> <p>The University of Limerick has an Equality Diversity & Inclusion Office, and the University of Limerick holds an Athena Swan Bronze Institution Award. The UL Athena Swan action plans includes recruitment and selection positive action interventions to ensure the Recruitment Policy, which supports OTM-R and gender equality as it relates to recruitment, delivers on its objectives.</p>	