



OTM-R Checklist

Institute of Dendrology, Polish Academy of Sciences

	OPEN	TRANSPARENT	MERITBASED	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	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan. All our employees have access to the internal network (Intranet), where all internal legal acts can be found: Statute, Orders of the Director, Regulations and other important documents concerning the Institute. Employees are required to familiarize themselves with the current internal regulations related to their responsibilities.

Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	In accordance with the procedures of the Institute of Dendrology, Polish Academy of Sciences, all documents related to recruitment, i.e., the applications submitted by candidates for employment on a competitive basis is done by e-mail or traditional mail.
Do we have a quality control system for OTM-R in place?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan. Candidates applying for employment at the Institute of Dendrology, Polish Academy of Sciences, can learn about current recruitment processes on the ID PAS website, the website of the Ministry of Education and Science and the EURAXESS portal.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan. Applicants from abroad have the opportunity to learn about current recruitment processes underway at the Institute of Dendrology, Polish Academy of Sciences on our website https://www.idpan.poznan.pl/index.php/praca-staze-konkursy and on the EURAXESS portal (announcements are published in English). Link: https://www.euraxess.pl/poland/jobs-funding
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.

Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	The activities of the Institute of Dendrology, Polish Academy of Sciences, are aimed at ensuring that the most suitable scientists apply for employment at the ID PAS by publishing in recruitment announcements all the necessary information, i.e. a detailed job description, a list of tasks, requirements and required documents.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	Announcements on the EURAXESS portal are prepared in accordance with national guidelines.
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	The components of the published competition proposal consist of an extensive catalogue containing, among others: - the name of the Institute and organizational unit - the name of the scientific discipline and specialization required of the applicant for employment - specification of requirements for candidates - list of required documents - deadline for submitting applications - length of working time - the date from which it is possible to take up the position
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	All job announcements for researchers are published on the EURAXESS portal. This obligation is based on Article 199 (3) and (4) of the Law on Higher Education and Science.
Do we make use of other job advertising tools?	x	x		Yes, substantially	Information about ongoing competitions is announced in three sources: on the website of the Institute of Dendrology, Polish Academy of Sciences, on the social media of the Institute of Dendrology PAS, on the website of the Ministry of Education and Science, and on the EURAXESS portal website. The corresponding links are below: https://www.idpan.poznan.pl/index.php/praca-staze-konkursy https://www.facebook.com/InstytutDendrologiiPAN http://www.bazaogloszen.nauka.gov.pl/ https://www.euraxess.pl/poland/jobs-funding

Do we keep the administrative burden to a minimum for the candidate?	x			Yes, substantially	Announcements of job openings for researchers include a full list of requirements for the position and the required documents. We are doing our best to keep the administrative burden to a minimum.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	No	Competition committees are appointed by the Orders of the Director of the Institute of Dendrology, Polish Academy of Sciences, but there are no written rules for the appointment of competition committees.
Do we have clear rules concerning the composition of selection committees?		x	x	No	Competition committees are appointed by the Orders of the Director of the Institute of Dendrology, Polish Academy of Sciences, but there are no written rules for the appointment of competition committees.
Are the committees sufficiently gender-balanced?		x	x	Yes, substantially	The Institute of Dendrology, Polish Academy of Sciences emphasizes merit-based considerations (competency) in selecting the members of the competition commissions; however, in accordance with the Gender Equality Plan and the measures adopted there, we aim to have a gender-balanced committees.
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	The Institute of Dendrology, Polish Academy of Sciences, does not have guidelines for competition committees.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		Yes, completely	All candidates applying for a scientific job at the ID PAS in the recruitment process are informed of the results of the competition.
Do we provide adequate feedback to interviewers?		x		Yes, substantially	All applicants in the recruitment process are informed of the result of the competition held. Additional information, depending on the merits of the question, is provided by relevant representatives of the Institute.

Do we have an appropriate complaints mechanism in place?		x		No	The Institute of Dendrology, Polish Academy of Sciences, does not have an implemented complaint mechanism.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				No	The Institute of Dendrology, Polish Academy of Sciences, does not have an OTM-R policy at this moment. Creating the policy is one of our activities included in the 2024-2026 Action Plan.