TEMPLATE 3 – OTM-R Checklist

Numéro de dossier :
Nom Organisation à l'étude :
Contacts et coordonnées de l'organisation :

DATE DE SOUMISSION :

DATE D'ENDORSEMENT A LA CHARTE ET AU CODE :

OTM-R Checklist

Une liste de contrôle spécifique pour l'auto-évaluation de l'établissement est fournie pour estimer un Recrutement Ouvert, Transparent et fondé sur le Mérite (OTM-R). Veuillez rendre compte de l'état d'avancement des réalisations et donner des précisions sur les indicateurs et la forme de mesure utilisée.

OTM-R checklist for organisations					
	OpenOu vert	**Trans- parent**	**Basé sur le mérite**	**Répondez :** ++ Oui, tout à fait +/-Oui, en grande partie -/+ Oui, en partie Non --	***Indicateurs suggérés (ou forme de mesure)**
OTM-R system					
1. Avons-nous publié une version de notre politique OTM-R en ligne (dans la langue nationale et en anglais) ?	x	x	x	--+	The OTM-R Policy is published on the website page dedicated to the HRS4R process.
2. Disposons-nous d'un guide interne indiquant clairement les pratiques et procédures OTM-R pour tous types de postes ?	x	x	x	--	All processes concerning titulars, as public servants, are well defined and formalized. However, processes regarding contractual researchers are not as formalized.

					To date, no "best practices in HR" guide has been written nor distributed within the community. PSL's guide will be applied and shared in all PSL member institutions, including the ENS. The Charter for Contractual Recruitment will include OTM-R principles.
3. Toutes les personnes impliquées dans le processus sont-elles suffisamment formées à l'OTM-R ?	x	x	x	+/-	The PSL Charter for recruitment is to be distributed and implemented for all recruitments within the member institutions. PSL's internal school will also provide training and sensitization materials to all member institutions. Within the ENS, a guide for members of selection committees is systematically distributed. For the past two years, prior to each recruitment session, researchers have been given a training with the purpose of "promoting equality and diversity in recruitment".
4. Utilisons-nous (suffisamment) les outils de recrutement digitaux?	x	x		-/+	All calls for applications are made available online, particularly on specific websites dedicated to recruitment in research fields. These offers are available in English. A common publication portal, PSL Recrutement, centralizes the job offers of the the job offers of the University and its components. A procedure for the publication of job offers on the European portal EURAXESS has been established and widely distributed. Each ENS structure is invited by the instruction of the ENS Director to publish all its job offers for research professors on EURAXESS. The EURAXESS account has been created and its use as a recruitment board will be promoted amongst ENS researchers.
5. Avons-nous mis en place un système de contrôle de la qualité des pratiques OTM-R ?	x	x	x	-/+	From the onset of the recruitment process, the committees or bodies in charge of the recruitment process shall appoint, freely and among themselves, one to two members (ideally one woman and one man) to act as observers. They will be responsible for ensuring that the selection process applies the principles of non-

					discrimination, gender balance and fair evaluation of the experience and merits of the candidates. The use and monitoring of gender equality and disabilities statistics will be improved. The institution already has several statistics at its disposal but needs to incorporate it in its future Gender Equality Action Plan (which is part of its obligations, due to national legislation).
6. Notre politique actuelle OTM-R encourage-t-elle la candidature de candidats externes ?	x	x	x	++	The selection criteria set for all recruitments within the ENS allows for better inclusion of diverse career paths. The systematic publication of offers via various distribution channels guarantees the widest possible visibility of job offers.
7. Notre politique OTM-R actuelle est-elle conforme aux politiques visant à attirer de chercheurs de l'étranger ?	x	x	x	+/-	Monitoring of the number of foreign candidates already exists but needs to be systematized. The institution will also furnish translations (in English) of all administrative documents such as employment contracts, information on social security rights and benefits… as to better accommodate foreign researchers.
8. Notre politique actuelle OTM-R est-elle conforme aux politiques visant à attirer les groupes sous-représentés ?	x	x	x	++	The ENS complies with all legislative measures forbidding any form of discrimination in public recruitments (whether contract- or titular positions). An incentive policy for the recruitment of disabled workers has been put in place (through the creation of a 2021-2024 disability master plan aimed at increasing the number of disabled workers in the establishment). This policy is posted on all job offers.
9. Notre politique actuelle d'OTM-R est-elle conforme aux politiques visant à offrir des conditions de travail attrayantes aux chercheurs ?	x	x	x	++	The ENS benefits from a rich history and has implemented a strong appeal strategy. Indicator: turnover of researchers (if the working conditions are suitable for them, they should be more inclined to stay in the institution)

10. Avons-nous les moyens de vérifier si les chercheurs les plus appropriés à l'annonce postulent ?				--	The ENS focuses on fair procedures and clear selection criteria in order to ensure that the best suited candidates apply.
Phase de publication et de candidature					
11. Avons-nous des lignes directrices ou des modèles clairs (ex : EURAXESS) pour les annonces de postes ?	x	x		++	PSL will provide call for application templates for every type of recruitment (contract- or titular, for ranks R1 through R4).
12. Incluons-nous dans l'offre d'emploi des références/liens vers tous les éléments prévus dans la section pertinente de la boîte à outils EURAXESS ?	x	x		-/+	A disclaimer, stating the ENS's commitment to the Charter's principles as well as OTM-R principles will be included in all calls for applications.
13. Utilisons-nous pleinement EURAXESS pour nous assurer que nos postes de recherche vacants atteignent un public plus large ?	x	x		-/+	- Evolution of the number of calls for application posted on EURAXESS - Evolution of the number of foreign/national candidates. - Evolution of the number of applicants from another institution
14. Utilisons-nous d'autres outils d'offres d'emploi ?	x	x		++	Publication of job descriptions on specialized job boards, as well as public employment platforms.
15. Tâchons nous de garder au minimum la participation administrative du candidat au recrutement?	x			+/-	A strong effort towards digitisation of all procedures is made as to simplify procedures for applicants. However, the administrative files for all public recruitments in France is quite complex. The Ministry for Higher Education and Research provides help and guidelines to applicants, as the procedure is defined at a national level (excluding contractual positions).
Phase de sélection et évaluation					
16. Avons-nous des règles claires régissant la nomination des comités de sélection ?		x	x	++	Statistics on the composition of panels exist for titular positions.
17. Avons-nous des règles claires concernant la composition des comités de sélection ?		x	x	++	Written guidelines on the composition of panels exist for titular positions.
18. Les comités sont-ils suffisamment paritaires ?		x	x	++	Yes, as it is required by legislation in the composition of panels exist for titular positions

19. Avons-nous des lignes directrices claires pour les comités de sélection qui aident à juger le " mérite " d'une manière qui mène à la sélection du meilleur candidat ?			x	++	Written guidelines on the composition of panels exist for titular positions and will be complemented by PSL's Charter for recruitment.
Phase de nomination					
20. Informons-nous tous les candidats à la fin du processus de sélection ?		x		+/-	Information on application status (whether the application was accepted or not) is transmitted systematically, however each candidates can require further information on reasons for refusal on an individual basis.
21. Fournissons-nous une retour adéquat aux personnes interrogées ?		x		+/-	Only based on individual requests for further information.
22. Avons-nous mis en place un mécanisme de plaintes approprié ?		x		+/-	Statistics on complaints are closely monitored. The ENS will participate in the creation and implementation of a referee network on mediation and complaints at PSL level.
Appréciation globale					
23. Avons-nous un système en place pour évaluer si l'OTM-R a atteint ses objectifs ?				+/-	The implementation governance for the entire HRS4R project at ENS includes precise project management guidelines, indicators, and a timeline. Indicators have been defined considering OTM-R principles. The steering committee overseeing the initial phase will continue its task during the implementation phase.