

TEMPLATE 3 – OTM-R Checklist

Case number: 2020FR534458

Name Organisation under review: Ecole Normale Supérieure (ENS) 29 rue d'Ulm - 75230 Paris CEDEX 05

Organisation's contact details: Anaïs GILBERT

Email: hrs4r@ens.psl.eu

Office Telephone: 01.44.32.29.40

SUBMISSION DATE: 22/06/2020

OTM-R Checklist

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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit based	Answer : ++ yes, completely +/-yes, partialle -/+ yes, substantially No --	* Suggested indicators (or form 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	--	The OTM-R Policy will be published on the website page dedicated to the HRS4R process, once finalized.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	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. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	The PSL Charter for recruitment is to be distributed and implemented for each recruitment 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.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	Outil en ligne pour (toutes) les étapes du processus de recrutement All calls for applications are made available online, particularly on specific websites dedicated to recruitment in research fields. These offers are available in English. There is no centralized IT solution allowing to process applications, as each laboratory centralizes its applications. The EURAXESS account has been created and its use as a recruitment board will be promoted amongst ENS researchers.
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	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). However, no statistics based on ethnicity, religion, sexual orientation... are authorized in France. The monitoring of diversity and inclusiveness will thus be limited to gender and disabilities.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	The selection criteria set for all recruitments within the ENS allows for better inclusion of diverse career paths. The PSL Charter will also be implemented.

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	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. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	Monitoring of the number of candidates from under-represented groups. The ENS complies with all legislative measures forbidding any form of discrimination in public recruitments (whether contract- or titular positions). However, as stated above, no statistics based on ethnicity, religion, sexual orientation... are authorized in France. The monitoring of diversity and inclusiveness will thus be limited to gender and disabilities.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	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. Do we have means to monitor whether the most suitable researchers apply?				--	The ENS focuses on fair procedures and clear selection criteria in order to ensure that the best suited candidates apply.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	PSL will provide call for application templates for every type of recruitment (contract- or titular, for ranks R1 through R4).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	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. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	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. Do we make use of other job advertising tools?	x	x		++	Publication of job descriptions on specialized job boards, as well as public employment platforms.
15. Do we keep the administrative burden to a minimum for the candidate?	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).
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Statistics on the composition of panels exist for titular positions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Written guidelines on the composition of panels exist for titular positions.
18. Are the committees sufficiently gender-balanced?		x	x	++	Yes, as it is required by legislation in the composition of panels exist for titular positions
19. 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	++	Written guidelines on the composition of panels exist for titular positions, and will be complemented by PSL's Charter for recruitment.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		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. Do we provide adequate feedback to interviewees?		x		+/-	Only based on individual requests for further information.
22. Do we have an appropriate complaints mechanism in place?		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.

Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	The implementation governance for the entire HRS4R project at ENS includes precise project management guidelines, indicators and a timeline. Indicators have been defined taking into account OTM-R principles. The steering committee overseeing the initial phase will continue its task during the implementation phase.