



	Open	Transparent	Merit-based	Answer	Suggested indicators
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, completely	https://www.uco.es/investigacion/portal/HRS4R/es/ https://www.uco.es/investigacion/portal/HRS4R/en/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd
Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/images/laboral/evaluacion_servicio/CartaServicio.pdf
Do we make (sufficient) use of e-recruitment tools?	X	X	X	Yes, completely	https://sede.uco.es/GOnceOV/tramites/acceso.do?id=54
Do we have a quality control system for OTM-R in place?	X	X	X	Yes, completely	Human Resources Service has an ISO 9001 certification. https://www.uco.es/gestion/laboral/
Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes, completely	Positions are available in the Euraxess platform. In addition, the strategy for captation of high-talented researchers is open for foreign researchers.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes, substantially	The basic principles of the OTM-R policy approved by our institution ensures equal opportunities for all the candidates during the recruitment procedure.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes, completely	The Vice-Rectorate of Equality, Inclusion and Social Compromise monitors the evolution of underrepresented groups and gender issues within the organization.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes, completely	https://sede.uco.es/bouco/bandejaAnuncios/BOUCO/2020/00923
Do we have means to monitor whether the most suitable researchers apply?				No	The selection committees or recruitment panels are in charge of this issue. The selected candidates have the opportunity to be externally evaluated by national/international agencies to achieve better positions within the institution.



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Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X	X	Yes, completely	https://euraxess.ec.europa.eu/information/centres/university-cordoba
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X	X	Yes, completely	Job Offers and Hosting Offers sections are the most used alternatives
Do we make use of other job advertising tools?	X	X	X	Yes, completely	All calls, as well as their terms and conditions, are published in different media, depending on the professional category in question. Calls for the hiring of civil servants are published in the Official State Gazette (BOE), those for non-established civil servants in the Official Gazette of the Autonomous Community of Andalusia (BOJA), and, in the case of non-civil servant teaching and research staff, in Euraxess. All of them are published in the Official Bulletin of the University of Cordoba (BOUCO).
Do we keep the administrative burden to a minimum for the candidate?	X	X	X	Yes, completely	https://sede.uco.es/GOnceOV/tramites/acceso.do?id=54

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Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd
Do we have clear rules concerning the composition of selection committees?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd
Are the committees sufficiently gender-balanced?	X	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd
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	X	X	Yes, completely	https://www.uco.es/gestion/laboral/normativa-acuerd



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OTM-R (revised November 2022)



HR EXCELLENCE IN RESEARCH
HR-OTM-R(v02)

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Appointment phase					
Do we inform all applicants at the end of the selection process?	X	X	X	Yes, completely	Results are systematically published in the BOUCO
Do we provide adequate feedback to interviewees?	X	X	X	Yes, completely	For all the positions that involve a selection committee, the candidates receive and individual evaluation of the public sessions
Do we have an appropriate complaints mechanism in place?	X	X	X	Yes, completely	Candidates have a claiming procedure after evaluation for revision of marks assigned to the different merits

	Answer	Suggested indicators
Overall assessment		
Do we have a system in place to assess whether OTM-R delivers on its objectives?	Yes, completely	The annual monitoring of the quality and productivity research indicators required for the national and international rankings as well as the II strategic plan. https://www.uco.es/transparencia/index.php/informacioninstitucional-y-organizativa/rankings https://www.uco.es/organizacion/planestrategico/iipeuco/III_PEUCO21-24%20bouco.pdf