



# TECHNOLOGICAL UNIVERSITY DUBLIN HUMAN RESOURCES STRATEGY FOR RESEARCHERS

The European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers  
“A Human Resources Strategy for Researchers incorporating the Charter and Code”

## OTM-R CHECKLIST

CASE NUMBER: 2023IE48224

NAME ORGANISATION UNDER REVIEW: Technological University Dublin

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### 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, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	X	x	++	<a href="#">TU Dublin Human-Resources Policies</a>  <a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a>  <a href="#">Selection Procedures -COVID-19 HRSOP001</a>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	X	x	++	<a href="https://www.tudublin.ie/intranet/human-resources/managers-guidance-page/resourcing-and-onboarding/">https://www.tudublin.ie/intranet/human-resources/managers-guidance-page/resourcing-and-onboarding/</a>  <a href="#">Managers-Guide-to-Preparing-the-Interview-Evaluation</a> (Managers Guide to Preparing the Interview Evaluation PDF Doc)  <a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	X	x	++	<a href="#">Licence-to-Recruit-HRP016---December-2019</a>  All staff member on a selection board must undergo training which includes information on the University's policy and procedures in relation to OTMR and a training session on unconscious bias & awareness of all the discrimination grounds listed under national legislation. 458 staff members trained to date and certification valid for 3 years

4. Do we make (sufficient) use of e-recruitment tools?	x	X		++	YES <a href="https://www.tudublin.ie/for-staff/human-resources/core-e-recruit/">https://www.tudublin.ie/for-staff/human-resources/core-e-recruit/</a>
5. Do we have a quality control system for OTM-R in place?	x	X	x	++	YES but suggestions are always welcomed
6. Does our current OTM-R policy encourage external candidates to apply?	x	X	x	++	YES <a href="https://www.tudublin.ie/for-staff/human-resources/core-e-recruit/">https://www.tudublin.ie/for-staff/human-resources/core-e-recruit/</a> All TU Dublin posts are advertised on the TU Dublin website at <a href="http://www.tudublin.ie/vacancies/">http://www.tudublin.ie/vacancies/</a> Externally advertised posts are also placed on Irishjob.ie, PublicJobs.ie, HEAnet EURAXESS, Jobs Ireland as appropriate
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	X	x	++	YES (See 6)
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	X	x	++	YES <a href="#">Recruitment, Selection and Appointment--Policy-14.08.23.pdf</a> <a href="#">Selection Procedures -COVID-19 HRSOP001</a> <a href="https://www.tudublin.ie/explore/about-the-university/equality-and-diversity/">https://www.tudublin.ie/explore/about-the-university/equality-and-diversity/</a>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	X	x	++	Yes, our aim is to provide every employee of the university with attractive working conditions. i.e. Salary in line with the IUA scales, research facilities, good work life balance, equal opportunities.
10. Do we have means to monitor whether the most suitable researchers apply?	x	X	x	++	YES TU Dublin advertises all vacancies in order to reach the broadest pool of applicants and we use various mediums to achieve this. The University's website strongly supports its recruitment advertising. <a href="https://www.tudublin.ie/explore/jobs/">https://www.tudublin.ie/explore/jobs/</a> Always open to suggestions for more improvement

Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	X	x	++	<p>YES</p> <p>We have a template for advertising job vacancies. Each recruitment campaign is underpinned by a robust planning process conducted prior to advertisement. The objective of good planning is to ensure TU Dublin can give as much information as possible to potential candidates to support the recruitment process. The Candidate Brief is the main source of information and is the focus for candidates in understanding TU Dublin, the role itself, the experience, knowledge, skills, abilities and competencies required, the terms and conditions associated with the post, the application process and contact details for further information.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	X	x	++	<p>YES</p> <p>The candidate brief has references/link to all relevant component for vacancy and the Benefits available to staff working in TU Dublin</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	X		++	YES
14. Do we make use of other job advertising tools?	x	X		++	YES (See 6)
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<p>YES</p> <p>As part of a continuous improvement policy, TU Dublin's Application Forms are intended to be simple and clear and will not require unnecessary or irrelevant information. This does not apply to any matter connected with, or related to, the employment of a person where the gender or the characteristic of the person, constitutes a genuine and determining occupational requirement for the post. This exception is in accordance with the Employment Equality Acts 1998 &amp; 2015</p>
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	++	<p>YES</p> <p><a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a></p> <p><a href="#">Selection Procedures -COVID-19 HRSOP001</a></p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	<p>YES</p> <p><a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a></p> <p><a href="#">Selection Procedures -COVID-19 HRSOP001</a></p>
18. Are the committees sufficiently gender-balanced?		x	x	++	<p>YES (See policy on Recruitment, Selection &amp; Appointment and Selection Procedures</p> <p>TU Dublin Selection Procedures document outlines the regulations and procedures governing the selection processes. The regulations cover the specific requirements for Selection board members to sit on selection board for research staff recruitment and also specifies the requirements for gender balance on boards.</p>
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	++	<p>YES (See policy on Recruitment, Selection &amp; Appointment and Selection Procedures</p> <p><a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a></p> <p><a href="#">Selection Procedures -COVID-19 HRSOP001</a></p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++	<p>YES</p> <p>Interview feedback is considered an important part of the recruitment process</p> <p><a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a></p>

21. Do we provide adequate feedback to interviewees?		x		++	YES (See 20)
22. Do we have an appropriate complaints mechanism in place?		x		++	YES, an appeal process for both internal and external candidates <a href="#">Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf</a>  <a href="#">TU-Dublin-Code-of-Conduct-for-Research-Integrity</a>  <a href="#">Grievance Procedures</a>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	x	x	x	+/-	We have checklist for each stage of our recruitment and onboarding processes to make sure OTM-R objectives are met: <ul style="list-style-type: none"> <li>. Checklist Form Appointee.</li> <li>. Local Induction Checklist.</li> <li>. Personnel File Information Checklist.</li> </ul> Generating reports from our e-recruit system and HR data base for reporting purposes on meeting OTM-R objectives at TU Dublin will be developed