



## Open, Transparent and Merit-based Recruitment of Researchers (OTM-R System) - checklist

|                                                                                                              | Open | Transparent | Merit-based | Compliance of KU procedures with OTM-R:<br>Yes, <i>completely</i><br>Yes, <i>substantially</i><br>Yes, <i>partially</i><br>No | Suggested indicators<br>(or form of measurement)                                                                                                                                                                                                                                                                                                                     |
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| <b>OTM-R system - general provisions</b>                                                                     |      |             |             |                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                      |
| 1. Have we published a version of our OTM-R policy online (in the national language and English)?            | x    | x           | X           | Yes, <i>completely</i>                                                                                                        | Available at:<br><a href="#">HR Excellence in Research   NCBJ</a><br><br>Link: (EN) <a href="#">OTM-R Policy</a><br>Link: (PL) <a href="#">Polityka OTM-R w NCBJ</a>                                                                                                                                                                                                 |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x    | x           | x           | Yes, <i>completely</i>                                                                                                        | Written guidelines detailing recruitment standards have been established in a Recruitment Regulations for scientific positions, which include rules for the composition of recruitment committees The HR department consults with and advises scientists on the publication of job announcements, with all steps incorporated into the formal recruitment procedure. |

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|                                                                                   |   |   |   |                        | <p><b>New recruitment regulations</b> were adopted under Director's Order No 1 / on the 3rd of January 2024, establishing the Regulations for Competitive Recruitment of Scientific and Research -Technical Staff, under the HR Strategy for NCBJ (HRS 4R - Researchers) 2025-2028 and the OTM-R (Open, Transparent, Merit-Based Recruitment) Policy at NCBJ.</p> <p><b>Link: (EN)</b> <a href="#">Regulations of competition procedure for the recruitment of scientific and research technical staff at the NCBJ</a></p> <p><b>Link: (PL)</b> <a href="#">Regulamin postępowania konkursowego przy zatrudnianiu pracowników naukowych</a></p>                                            |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | <i>Yes, completely</i> | Existence of training programmes for OTM-R. Training on OTM-R policy was conducted.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| 4. Do we make (sufficient) use of e-recruitment tools?                            | x | x |   | <i>Yes, partially</i>  | <p>The EOD system is currently the only recruitment management system in use. Since mid-2025, we have been searching the market for alternative solutions that offer more features.</p> <p>In October 2022, an evaluation was conducted to assess the compliance of selected EOD software elements with the documentation (Pre-implementation Analysis dated June 9, 2020, with subsequent amendments). This compliance assessment was performed on specific software elements within four recruitment processes in the service module, covering the following areas:</p> <ul style="list-style-type: none"> <li>• Scientific recruitment</li> <li>• Non-scientific recruitment</li> </ul> |

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|                                                                                                                |   |   |   |                        | Based on the non- compliance report, which included a non-compliance card and a general comments card, improvements were made to the functionality of selected EOD software elements.<br>Between 2023 and 2024, modules to support these processes were introduced gradually. However, starting in 2025, we will be unable to introduce new features due to limitations of the EOD system. |
| 5. Do we have a quality control system for OTM-R in place?                                                     | x | x | x | <i>Yes, completely</i> | Protocols from the recruitment commissions.                                                                                                                                                                                                                                                                                                                                                |
| 6. Does our current OTM-R policy encourage external candidates to apply?                                       | x | x |   | <i>Yes, completely</i> | Retaining the high share of external applicants from December 2024 to December 2025<br>94% of all applicants were from outside the organization.                                                                                                                                                                                                                                           |
| 7. Does our current OTM-R policy align with policies to attract researchers from abroad?                       | x | x | x | <i>Yes, completely</i> | From December 2024 to December 2025, 72% of all applicants came from abroad, retaining a high percentage of applicants from outside the country.                                                                                                                                                                                                                                           |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups?                       | x | x | x | <i>Yes, completely</i> | Retaining the high share of applicants among underrepresented groups (frequently women) from December 2024 to December 2025<br><br>36% of all applicants were women, which is comparable to the gender ratio for the whole population of researchers within our disciplines (physics, engineering).                                                                                        |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | <i>Yes, partially</i>  | Although no employee survey was conducted in 2025, we received positive feedback from managers and supervisors regarding the working conditions of researchers and the overall research environment.                                                                                                                                                                                       |

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|                                                                                                                                  |   |   |  |                           | Together with the measures implemented under our HRS4R Action Plan, this feedback indicates that our current approach supports a transparent, supportive and attractive working environment for researchers.                                                                                                                                                                                                                 |
| 10. Do we have the means to monitor whether the most suitable researchers apply?                                                 |   |   |  | <i>Yes, substantially</i> | The only measurement is to compare the competence profile required for the vacancy with the actual profiles of the applicants.                                                                                                                                                                                                                                                                                               |
| <b>Advertising and application phase</b>                                                                                         |   |   |  |                           |                                                                                                                                                                                                                                                                                                                                                                                                                              |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?                                         | x | x |  | <i>Yes, completely</i>    | <p>Existence of guidelines and templates.</p> <p>There are guidelines and a recruitment form in the EOD system, scientific and non-scientific recruitment templates adapted to the OTM-R guidelines.</p> <p><b>Link: (EN)</b> <a href="#">Information on the recruitment process for scientific positions EOD system</a></p> <p><b>Link: (PL)</b> <a href="#">Instrukcja do procesu rekrutacji na stanowisko naukowe</a></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 |  | <i>Yes, completely</i>    | <p>OTM-R toolkit items checklist.</p> <p>The job advertisement form has been adapted to the needs of individual departments.</p>                                                                                                                                                                                                                                                                                             |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | x | x |  | <i>Yes, completely</i>    | <p>Trends regarding the percentage of candidates recruited from outside the organization or from abroad.</p> <p>Since October 2018, all job postings for research positions have been published on the Euraxess portal.</p>                                                                                                                                                                                                  |

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|                                                                               |   |   |   |                        | <p>increase in the high percentage of candidates from abroad.</p> <p>The percentage of candidates hired from outside the organization or from abroad between January 2017 and October 2018 was 58%; between January 2023 and November 2024, 87%, and from December 2024 to December 2025, 94% of all research candidates were from abroad.</p>      |
| 14. Do we make use of other job advertising tools?                            | x | x |   | <i>Yes, completely</i> | <p>Checklist of tools used to publish job advertisements</p> <p>We use other free and paid tools to post job ads.</p>                                                                                                                                                                                                                               |
| 15. Do we keep the administrative burden to a minimum for the candidate?      | x |   |   | <i>Yes, completely</i> | <p>Existence of written information for candidates in English and Polish.</p> <p>Entry procedures. Welcome Point employee support.</p>                                                                                                                                                                                                              |
| <b>Selection and evaluation phase</b>                                         |   |   |   |                        |                                                                                                                                                                                                                                                                                                                                                     |
| 16. Do we have clear rules governing the appointment of selection committees? |   | x | x | <i>Yes, completely</i> | <p>Statistics on the composition of panels.</p> <p>There is an internal policy linking the composition of panels with OTM-R standards.</p> <p>Selection panels, in most cases, meet the required rules, although they need to be part of the published guidelines.</p> <p>The existence of clear rules for the appointment of selection panels.</p> |

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| 17. Do we have clear rules concerning the composition of selection committees?                                                                 |  | x | x | <i>Yes, completely</i>    | Published rules for appointing selection committees.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 18. Are the committees sufficiently gender-balanced?                                                                                           |  | x | x | <i>Yes, completely</i>    | Protocols from the recruitment commissions.<br>Statistics of the data concerning the recruitment process confirm this.                                                                                                                                                                                                                                                                                                                                                                                                                           |
| 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 | <i>Yes, substantially</i> | Written guidelines.<br>To be developed and published.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Appointment phase</b>                                                                                                                       |  |   |   |                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 20. Do we inform all applicants at the end of the selection process?                                                                           |  | x |   | <i>Yes, substantially</i> | Although this practice is not currently described in a separate written guideline, HR supports managers throughout the recruitment process and monitors the communication with candidates. HR reminds hiring managers of the need to provide feedback to applicants at the end of the selection process and follows up to ensure that the communication is completed.<br><br>This approach helps ensure that candidates receive timely information and appropriate feedback, while maintaining a consistent and transparent recruitment process. |
| 21. Do we provide adequate feedback to interviewees?                                                                                           |  | x |   | <i>Yes, completely</i>    | See above                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

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| 22. Do we have an appropriate complaints mechanism in place? |  | x |  | Yes, <i>completely</i> | <p>A complaint/appeal procedure regarding the recruitment process exists.</p> <p>The complaint/appeal procedure related to the recruitment process is included in the regulations adopted under Director's Order No. 1, dated January 3, 2024, establishing the Regulations for the Competitive Recruitment of Scientific and Research-Technical Staff (§ 11).</p> <p><b>Link: (EN) <a href="#">REGULATIONS of competition procedure for the recruitment of scientific and research technical staff at the NCBJ.pdf</a></b></p> |
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#### Overall assessment

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| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? |  |  |  | Yes, <i>completely</i> | <p>We have a comprehensive and well-structured system to assess whether OTM-R delivers on its objectives.</p> <ol style="list-style-type: none"> <li><b>Detailed Recruitment Procedure:</b><br/>Our recruitment processes for scientific positions are meticulously designed, with clear, detailed guidelines fully aligned with OTM-R principles to ensure transparency, fairness, and merit-based selection.</li> <li><b>HR Department Involvement:</b><br/>The HR department actively participates in most recruitment processes, ensuring compliance with OTM-R standards and providing expertise to maintain consistency and quality across all stages of recruitment.</li> <li><b>Post-Recruitment Protocols and Monitoring:</b><br/>After each recruitment process, a detailed protocol is prepared, capturing essential information in line with OTM-R principles.</li> </ol> |
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|  |  |  |  |  | <p>These protocols undergo regular analysis by the HR department, with quantitative data compiled and reviewed annually. This approach allows us to identify trends, address potential issues, and continuously improve our processes.</p> |
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4. **Scientific Council Oversight:**

The Scientific Council plays a crucial role in reviewing the qualifications of selected candidates for scientific and research-technical positions. It also evaluates the recruitment process during its meetings, with access to detailed protocols. Any concerns or doubts raised are addressed promptly, reinforcing our commitment to an open and accountable process.

5. **Continuous Improvement and Feedback**

**Mechanisms:** In addition to the existing measures, we actively encourage feedback from participants in the recruitment process, including candidates and committee members. This helps us identify potential gaps and incorporate best practices to further enhance our OTM-R framework.