

OTM-R POLICY

OPEN TRANSPARENT MERIT-BASED RECRUITMENT

January 2021

OTM-R is one of the pillars of the **European Charter for Researchers** and in particular of **the Code of Conduct for the Recruitment of Researchers**, launched in 2005.

OTM-R ensures that the **best person for the job is recruited**, brings benefits to researchers, institutions and the wider research system. More specifically, OTM-R makes research careers more attractive, ensures equal opportunities for all candidates and facilitates mobility. Overall, it will contribute to an increase in the cost-effectiveness of investments in research.

In December 2017, the Institute of Human Genetics, Polish Academy of Sciences (IHG PAS) applied for the HR Excellence in Research Award in recognition of the Institute's on-going commitment to adopting the principles of The European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers.

After an in-depth analysis of applicable legal acts, internal regulations and procedures, as well as based on the results of the survey among research staff, gaps were identified and corrective actions were proposed. The initial Action Plan consisted of 22 actions. Special attention was paid to the OTM-R procedures and 3 actions was planned in response to the OTM-R initial questionnaire.

The award of the HR Excellence in Research, granted to the Institute in January 2019, allowed to support the researchers in submitting project proposals to apply for external funding. It also attracted new researchers to the IHG PAS, promoted the Institute as providing a favorable working environment for researchers, and increased the international profile of the Institute.

This updated version of the policy sets out, in chronological order, various steps of the Recruitment of Researcher process adopted by the IHG PAS, from the job advertising/application phase through to the appointment phase.

Our OTM-R policy aims to build on the principles of the Code of Conduct for the Recruitment of Researchers, providing more detailed information on the recruitment process in the New rules of appointing researchers (approved by the Scientific Council of the Institute on 27th March 2018 and publicly available under HRS4R section – both in Polish: https://igcz.poznan.pl/wp-content/uploads/2018/10/Zarzadzenie_wew_7_2018.pdf and in English: https://igcz.poznan.pl/wp-content/uploads/2018/10/Order_7_2018.pdf).

When recruiting for research positions, the Institute recognizes the need to recruit research staff in as expeditious a manner as possible, while adhering to the best practice methods of recruitment and selection, and in compliance with Polish employment legislation.

➤ **RECRUITMENT**

Definitions:

PhD student - a candidate for R1 who does not have an employment contract, but holds a fellowship.

Research staff - R1-R4 candidate for a research position (research assistant, post doctoral researcher, assistant professor, professor) who has an employment contract.

The process of the research staff recruitment in the Institute follows three phases:

1. Advertising and application phase
2. Evaluation and selection phase
3. Appointment phase

In case of PhD students, the recruitment process is related to the admission to the Doctoral School of the Institutes of the Polish Academy of Sciences (more details under the section: <https://igcz.poznan.pl/en/phd-studies/poznan-doctoral-school-of-institutes-of-pas/>).

All research positions are announced on the Institute's website (Polish and English version), Polish Ministry of Education website, Euraxess portal and, if supported from a research grant, on the granting agency website (eg. National Science Centre). If needed other websites/ portals are used to announce the position as widely as possible.

In order to meet the requirements of the enhanced OTM recruitment, after the OTM-R checklist was completed, the HR Working Group prepared guidelines for New regulations for competitions for research positions. Based on that, the new regulations have been prepared and approved by the Scientific Council of the Institute on 27th March 2018.

The abovementioned document is in line with the Charter & Code and at the same time comply with Polish regulations concerning employment and scientific development.

➤ **LOW ADMINISTRATIVE BURDEN FOR APPLICANTS**

In all instances and in the best interests of applicants for the researcher position in the Institute, the IHG PAS aims, whenever possible, to strictly limit requests for supporting documents; moreover, when documents are legally required, applicants may make a declaration that they will provide proof after the selection process is concluded.

➤ **ACKNOWLEDGING RECEIPT FOR APPLICATIONS AND ADDITIONAL INFORMATION**

In all instances applicants will receive an e-mail acknowledging that their application has been received.