

OTM-R Checklist

Case number: 2020HR562344

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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.

| OTM-R checklist for organisations | | | | | |
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| | Open | Transparent | Meritbased | Answer: ++ Yes, completely +/- Yes, substantially -/+ Yes, partially -- 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 | +/- Yes substantially | UNIPU has published a recruitment policy that is available on the following website: https://www.unipu.hr/dokumenti/pravilnici This policy follows OTM-R principles in general. The next step will be to translate the documentation into the English language. |

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| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | +/- Yes substantially | UNIPU has clear guidelines set out clear OTMR procedures for teaching and administrative staff. It is announced on the notice board as well as the official university website (https://www.unipu.hr/_download/repository/2019-12-16-Pravilnik_o_raspisivanju_i_provedbi_javnih_natjecaja_za_zaposljavanje.pdf), available to all interested staff and public. The latest update is on the 16th of December 2019. |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | ally -/+ Yes parti | Staff working in the Office for Human Resources have numerous years of experience in recruitment and working with the academic as well as nonacademic staff. Legal Office also. They are involved in some workshops and training, mostly regarding the digitalization of processes in higher education regarding data management, data processing, organized by the University Computing and Information Center in Pula, which is a part of the University. In 2020 more than 20 employees have attended serious of these workshops (three) including the HR office and Legal Office. Due to the situation with the COVID-19 pandemic crisis, part of the workshop is being rescheduled. |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | | -- No | At UNIPU there is no practice of using any webbased tools for (any) of the stages in the recruitment process. Stages are done "offline" by the staff from the Office for Human Resources, Legal office in collaboration with the departments that have the need for employees. |

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| 5. Do we have a quality control system for OTM-R in place? | x | x | x | +/- Yes substantially | There is a partially established quality control system for OTM-R in place. Furthermore, there is a need for designing and implementing recruitment guidelines that enable the control of all recruitment processes. |
| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | +/- Yes substantially | UNIPU is opened towards foreign researchers, aiming at internationalization in its Development Strategy for the period 2016-2020. However, according to the data of the Office for Human Resources, currently, there are no foreign researchers employed. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | +/- Yes substantially | There is a rising trend in applications for the positions in teaching through the EURAXESS portal, in 2020 there have been five (5) applications. Additional efforts need to be put into the translation of the documents into the English language. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | ++ Yes completely | UNIPU is strongly committed to diversity within its community and especially welcomes applications from members of underrepresented groups. The intention is to reflect society both in age, gender, and culture. Applicants who exercise the right to priority in employment according to special regulations are obliged to refer to this right in the application for the competition and submit a certificate of recognized status from which the said right is visible. Link to the page of the Ministry of Croatian Veterans: https://branitelji.gov.hr/15-kako-seostvaruje-pravo-prednosti-pri-zaposljavanjuprema-zakonu-o-hrvatskim-branitelji-izdomovinskog-rata-i-members-of-their-families/ / 2166. |

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| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | +/- Yes substantially | <p>All the research positions are advertised on the EURAXESS page in the English language and are published at the same time as in the national language at Official Gazzette and university website https://www.unipu.hr/natjecaji.</p> <p>The number of foreign applicants is very low, five (5) applications/year, but the trend is rising (increased number of open requests).</p> |
| | | | | | <p>University has started the "Campus Construction project" five years ago. Student Residence Hall was opened in October 2015, and a new residence hall (two pavilions) is under construction. Funds were ensured through the European Regional Development Fund. This increase in accommodation capacities is ensured for students but also researchers, domestic and foreign. Laboratories for research in STEM area and ICT center is also under construction, to be finished soon. Also, ex. "Naval Hospital" in Pula will be reconstructed, adapted, and repurposed - and finally present a modern new student campus. University departments from the STEM area will perform the teaching processes there. New research offices and capacities for the VISIO institute are also ensured from project funds.</p> |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | +/- Yes substantially | Internal Expert Committees judge the most suitable researcher(s). |
| Advertising and application phase | | | | | |
| | x | x | | ++ Yes completely | |

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| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | | | | | There are templates for job advertisements in accordance with the recruitment policy. All scientific - teaching positions are advertised in the English language at the EURAXESS portal in accordance with the template provided. |
| 12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x | x | | +/- Yes substantially | UNIPU job advertisements mostly include all the foreseen elements in 4.4.1. except "professional development opportunities" and "career development prospects. This should be added as well as a reference to the OTM-R policy, available also in the English language. Regarding 4.4.1. b) keeping the administrative burden to a minimum - all documentation can be sent in e-version on email. c) applicants receive a Decision on the election of a candidate by post along with the application documentation they have previously sent |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | ++ Yes completely | Starting from the beginning of the year 2020, until November 2020, around 30 job vacancies have been posted in the EURAXESS portal. Four job applications have been received, but none of them was hired. |
| 14. Do we make use of other job advertising tools? | x | x | | -- No | UNIPU publishes job vacancies in the Official Gazzette, and university official website. |
| 15. Do we keep the administrative burden to a minimum for the candidate? | x | | | ++ Yes completely | All documentation can be sent electronically by email. |
| Selection and evaluation phase | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? | | x | x | +/- Yes | |

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| | | | | substantially | Rector appoints the committees by formal Decision. There are no statistics available on the composition of panels. |
| 17. Do we have clear rules concerning the composition of selection committees? | | x | x | +/- Yes substantially | UNIPU selection committees consist always of a minimum of three members, are gender-balanced, include experts from the academic sector and have all the relevant experience, qualifications, and competencies to assess the candidate. There is no such practice to include external experts (due to being HEI / public sector), or experts from different sectors that is not public. |
| 18. Are the committees sufficiently genderbalanced? | | x | x | ++ Yes completely | Committees are always sufficiently genderbalanced, also confirmed by the researchers in the conducted survey. |
| 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 | -/+ Yes partially | <p>1. Ordinance on announcing and conducting public tenders for employment: https://www.unipu.hr/_download/repository/2019-12-16-Pravilnik_o_raspisivanju_i_provedbi_javnih_natjecaja_za_zaposljavanje.pdf</p> <p>2. Ordinance on Work: https://www.unipu.hr/_download/repository/PRAVILNIK_O_RADU_2015.pdf</p> |

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| | | | | | <p>3. Ordinance on the procedure of the election to titles and appropriate positions at the university: https://www.unipu.hr/_download/repository/Znanstvena%2C_nastavna_i_strucna_djelatnost/Pravilnik_o_postupku_izbora_u_zvanja_i_odgovarajuca_radna_mjesta_na_Sveucilistu_2014.pdf</p> <p>4. Ordinance on the re-election at the university: https://www.unipu.hr/_download/repository/Znanstvena%2C_nastavna_i_strucna_djelatnost/Pravilnik_o_postupku_reizbora_na_Sveucilistu_2015.pdf</p> |
| Appointment phase | | | | | |
| 20. Do we inform all applicants at the end of the selection process? | | x | | ++ Yes completely | All the candidates are informed about the application results. Official Rector's Decision is written and delivered in the Croatian language (this needs to be improved and delivered in English as well) and the explanation is written in English in email. |
| 21. Do we provide adequate feedback to interviewees? | | x | | +/- Yes substantially | All the candidates are informed about the application results. Official Rector's Decision is written and delivered in the Croatian language (this needs to be improved and delivered in English as well) and the explanation is written in English in email. However, they are not informed about the strengths and weaknesses of their applications due to the lack of time and resources in the Office for Human Resources. |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | +/- Yes substantially | There is an official mechanism, fully in accordance with Croatian Law regarding contest in the public sector. There are only a few complaints per year. In 2020, until November there has been only one (1) complaint about the election of the candidate. |
| Overall assessment | | | | | |

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| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | +/- Yes substantially | At this moment UNIPU has a well-established Office for Human Resources as well as the Office for Legal questions. In collaboration with Office for |
| | | | | | Partnership and Projects which is managing the EURAXESS program at the university as well as the HRS4R procedure, and the university board will give "best-effort" to improve this process and align it with the Charter and the Code. |