



Centre Nacional
d'Anàlisi Genòmica
Centro Nacional
de Análisis Genómico

	Open	Transparent	Meritbased	Answer	Suggested indicators (or form of measurement)
OTM-M system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	No	There is a non-formalized recruitment procedure. However, it is not fully adapted to OTM-R. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators Published recruitment rules 100% of contracts comply with recruitment regulations.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	No	There is a non-formalized recruitment procedure. However, it is not fully adapted to OTM-R. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.



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Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	No	No. Initiative: Train recruiters in OTM-R Indicators: 100% of selection committee members have received OTM-R training.
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Job vacancies are published on different job offers webpages: Linkedin, Euraxess, Biocat and the cnag's webpage job offers section. CNAG JobSite: https://www.cnag.eu/jobs CNAG Linkedin: https://www.linkedin.com/company/centro-nacional-de-analisis-genomico/jobs/ CNAG EURAXESS profile: https://euraxess.ec.europa.eu/my?check_logged_in=1 CNAG BIOCat profile: https://www.biocat.cat/es/bolsa-de-trabajo/envianos-una-oferta-de-trabajo



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Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	CNAG has a policy of good practices and information security developed by our IT department of CNAG. In addition, CNAG has several ISO certifications in Information Security, quality and good practices. Recently, the ENAC ISO 17025 has been revalidated and the ISO 27001 certification has been obtained. Indicators: Process passed through quality system.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Yes, presently more than 50% of our researchers are not Spanish citizens. Currently cnag employs to researchers of 23 different nationalities.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++ Yes completely	Yes, presently more than 50% of our researchers are not Spanish citizens. Currently cnag employs to researchers of 23 different nationalities.



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Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	No	No. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	Cnag's salaries are above the minimum salary and the regular salaries of other public research institutions. In addition, more specific positions working for European, state or local projects may receive a higher salary scale if identified in the budget of the project call.
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	The high percentage of international researchers suggests that suitable candidates are recruited to fill the job positions offered.



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Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	The current template followed by cnag in all its job offers is based in EURAXESS.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	No. Initiative: Include relevant links at the job offers templates. Indicators: 100% job offers contains links to HRS4R toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Yes 100% of cnag's job offers are published in EURAXESS.



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Do we make use of other job advertising tools?	x	x		++ Yes completely	Job vacancies are published on different job offers webpages: Linkedin, Euraxess, Biocat and the cnag's webpage job offers section. CNAG JobSite: https://www.cnag.eu/jobs CNAG Linkedin: https://www.linkedin.com/company/centro-nacional-de-analisis-genomico/jobs/ CNAG EURAXESS profile: https://euraxess.ec.europa.eu/my?check_logged_in=1 CNAG BIOCat profile: https://www.biocat.cat/es/bolsa-de-trabajo/envianos-una-oferta-de-trabajo
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Yes: the candidates are requested to send only their CV, a motivation letter and external references. The selected candidate should send their titles and other documents before signing the contract.



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Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-- No	Non-written rules are used for the selection committee. In first place the HR department makes an initial selection of the most appropriate candidates. In a second selection phase, preselected candidates are interviewed by the Senior researcher of the group and one researcher with experience in the research field. The two researchers committee takes the final recruitment decision. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.



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Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Non-written rules are used for the selection committee. In first place the HR department makes an initial selection of the most appropriate candidates. In a second selection phase, preselected candidates are interviewed by the Senior researcher of the group and one researcher with experience in the research field. The two researchers committee takes the final recruitment decision. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.



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Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	The composition of the committee is not always gender balanced Presently the HR officer is a female, all the PI are mails and the gender of the researcher experienced in the candidate's field of research could vary depending in each selection process. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.
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	-- No	No, there are not selection scores for the recruitment process. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.



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Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Candidates are informed about the end of the selection process directly by mail. Also, candidate applications through platforms such as LinkedIn Recruit get feedback and end of the process through automatic mails sent by the platform.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Candidates are informed about the feedback of the process and the end of the selection process directly by mail o phone call from de Hiring Managers or People Department.
Do we have an appropriate complaints mechanism in place?		x		-- No	No, no complaints mechanisms is in place. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.



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Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	No. Initiative: Develop a recruitment regulation aligned with OTM-R and translate it into English. Indicators: Published recruitment rules 100% of contracts comply with recruitment regulations.