



	Open	Transparent	Merit-based	Answer	Suggested indicators
OTM-System					
1. Have published a version of our OTM-R policy online (in the national language and in English)	X	X	X	Yes completely	UiOs recruitment policy for academic positions
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	Yes completely	This area is regulated through national legislation, internal policies and is part of our e-recruitment tool and is updated whenever there are changes in national legislation. Last update was 2018.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	Yes, substantially	The University has an HR network that regularly updates and informs all HR staff members and recruitment forums where participants are given training several times per year. Training is also provided to members of selection committees and managers.
4. Do we make (sufficient) use of e-recruitment tools?	X	X		Yes completely	E-tool from Jobbnorge, covering the entire recruitment process, making it fully standardized.
5. Do we have a quality control system for OTM-R in place?	X	X	X	Yes completely	Quality control of open, transparent and merit-based recruitment is regulated by national law and committees tasked with review of the recruitment process.
6. Does our current OTM-R policy encourage external candidates to apply?	X	X	X	Yes completely	All positions are advertised nationally and through the Euraxess portal. The university implemented a new e-recruitment tool in 2018 from Jobbnorge. The HR department is working with the service supplier to ensure that we will be able to extract the information and data we need to report on question 6-9. No is data available from our recruitment systems at this time.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	Yes completely	All positions are advertised nationally, and through the Euraxess portal. No is data available from our recruitment systems at this time. See comment under question 6.

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	Yes completely	Our policy is in line with attracting underrepresented groups and women in particular, this is also part of our mandatory templates for job advertisements. No is data available from our recruitment systems at this time. See comment under question 6.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	Yes completely	The recruitment policy states that UiO shall be attractive to and recruit the best qualified academic staff nationally and internationally. The working conditions UiO offers – both academically and in terms of social benefits – are internationally competitive. The HR department has established an onboarding function for international researchers – International Staff Mobility office, which provides information about the working conditions and benefits of working at UiO in all job adverts. No is data available from our recruitment systems at this time. See comment under question 6.
10. Do we have means to monitor whether the most suitable researchers apply?				No	We are looking into ways to monitor this aspect.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	X	X		Yes completely	We have mandatory templates for job advertising in our e-recruitment tool in both Norwegian and English, and use the EURAXESS template for advertising portions through the EURAXESS portal.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	X	X		Yes completely	The job advertisement templates contain information about and links to information about topics such as career development, gender equality, required qualifications etc.

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		Yes completely	All job adverts are published via the EURAXESS portal.
14. Do we make use of other job advertising tools?	X	X		Yes completely	NAV, Forskning.no, and channels suitable for the relevant field of the advertised position (e.g. nature jobs etc.)
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	X			Yes completely	Through our e-recruitment tool the candidates can upload the relevant information and we only ask for more extensive documentation when candidates are eligible for an interview.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		X	X	Yes completely	The expert committee is to consist of at least three members, of which two external and of both gender. UiO policy
17. Do we have clear rules concerning the composition of selection committees?		X	X	Yes completely	Written guideline in policy
18. Are the committees sufficiently gender-balanced?		X	X	Yes completely	Written guideline in policy
19. Do we have clear guidelines for selection committees that help to judge 'merit' in a way that leads to the best candidate being selected?			X	Yes completely	Written guideline in policy
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		X		Yes completely	All applicants receive information when a position has been filled.
21. Do we provide adequate feedback to interviewees?		X		Yes partially	UiO policy states that all interviewees receive feedback, and this is an area we are working on furthering improvement.

22. Do we have an appropriate complaints mechanism in place?		X		Yes completely	<p>Applicants are given a two-week period for comments on the expert committee's report (academic judgement and ranking and candidates).</p> <p>With regard to the overall assessment and final appointment decision, national legislation does not permit insight into the reasons behind the hiring decision, nor does it allow for complaints on the decision (public administration act). However, applicants can send complaints regarding impartiality and the recruitment process to the Board of Trustees' appointing authority.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes partially	<p>Room for improvement in terms of developing better reports on data from the recruitment process for analyzing and improving.</p>