MOLDOVA STATE UNIVERSITY

Template 1 – Annex: Open, Transparent and Merit-based Recruitment Check-list[1]

OTM-R checklist for organisations

	Open	Trans-parent	Merit-based	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*	OTM-R Policy The MSU website contains an overview of the OTM-R guiding principles. It is our intention to compile a comprehensive OTM-R policy document. MSU's web page contains the following information: **Open, Transparent and Merit based Recruitment practices (OTM-R) for researchers** Moldova State University is committed to the implementation of the Open, Transparent and Merit based Recruitment practices for researchers (OTM-R). The University aims to ensure that the best person for the job is recruited; open, transparent and merit-based recruitment of researchers improves the effectiveness of national research systems, guarantees

[1] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

					equality, especially for under-represented groups, and boosts transnational and international co-operations. It also promotes optimal circulation of scientific knowledge.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	*-/+ Yes, partially*	The Regulation on the Occupation of Scientific Functions at the State University of Moldova http://usm.md/wp-content/uploads/2015/03/Regulament.pdf provides a clear procedure for the selection of the best professionals for scientific positions.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	*-/+ Yes, partially*	We carry out informative sessions detailing the Recruitment, Selection and Appointment processes for employees.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		*-/+ Yes, partially*	On-line advertising for each competition for research and doctoral positions http://usm.md/?page_id=11110&lang=ro http://usm.md/?p=17326&lang=ro http://usm.md/?p=17357&lang=ro
5. Do we have a quality control system for OTM-R in place?	x	x	x	*-/+ Yes, partially*	For the recruitment of research positions, selection criteria and the composition of the selection committee are reviewed and controlled by the Human Resources Department and approved by the Senate of MSU. Job specifications are reviewed and approved by the Human Resources Department and advertised on agreed advertising media.
6. Does our current OTM-R policy encourage external	x	x	x	*-/+ Yes, partially*	There are no restrictions for candidates

candidates to apply?					from outside the organisation.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	*-/+ Yes, partially*	There are no restrictions for candidates from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	*-/+ Yes, partially*	There are no restrictions for candidates from underrepresented groups.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*-/+ Yes, partially*	
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	The job descriptions clearly outline the qualifications, personal specification and relevant work experience for the roles. Controls are in place to ensure shortlisted candidates meet the requirements for the role. As a result of this, normally, the most suitable researchers apply and are appointed to the position.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*+/-Yes, substantially*	We publish the job advertisement according to an approved form (http://usm.md/?page_id=11110&lang=ro)
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) of the OTM-R expert report*[2]]	x	x		*No*	
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*No*	We intend to utilise the EURAXESS facility by advertising all externally advertised research posts on this website.
14. Do we make use of other job advertising tools?	x	x		*-/+ Yes, partially*	In addition to our own website, we publish

[2] http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies

					the job advertisement in the in specialized newspapers with wide outreach under "Vacancies".
15. Do we keep the administrative burden to a minimum for the candidate? [*see Chapter 4.4.1 b)* [45]]	x			*-/+ Yes, partially*	Applicants are required to submit an application form and the submission of an accompanying CV is optional. The information required from the candidate does keep the administrative burden to a minimum.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [*see Chapter 4.4.2 a)* [45]]		x	x		The rules governing the appointment of selection committees are available following this links: http://usm.md/wp-content/uploads/2015/04/Carta_USM__EDU-1.pdf ; http://usm.md/wp-content/uploads/STRATEGIA-POLITICILOR-DE-PERSONAL.pdf;
17. Do we have clear rules concerning the composition of selection committees?		x	x	*+/-Yes, substantially*	The selection committee is approved by the Senate of MSU and consists of 24 members with different backgrounds, coming from different departments of MSU.
18. Are the committees sufficiently gender-balanced?		x	x	*+/-Yes, substantially*	The selection committee is sufficiently gender-balanced (Selection Committee)
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, substantially*	The selection procedure and selection criteria are described in the Regulation on the Occupation of Scientific Functions at the State University of Moldova (http://usm.md/wp-content/uploads/2015/03/Regulament.pdf).

					Moreover, the application dossier for scientific functions contains several documents that prove the merits of each candidate: the list of publications, the list of projects, and a brief description of the main results obtained during the last 4 years.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		*+/-Yes, substantially*	Yes, all applicants are informed of their status at each stage of the selection process. This includes informing candidates if they were unsuccessful following the interview.
21. Do we provide adequate feedback to interviewees?		x		*+/-Yes, substantially*	All internal candidates are provided with feedback following the selection process.
22. Do we have an appropriate complaints mechanism in place?		x		*+/-Yes, substantially*	We address complaints if they arise, but we do not currently have a formal mechanism in place to do so. We plan to implement a review of the effectiveness of each assessment process
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				*-/+ Yes, partially*	Effective recruitment, selection and appointment procedures are crucial in attracting and retaining high quality Researchers. For recruitment, selection and appointment procedures to be effective it is essential that they are fair, open, merit based and transparent. It is the practice of MSU to identify and select the best

					candidate for the job. All decisions relating to recruitment and selection must be consistent with the criteria outlined in the job advertisement. It is MSU's practice to ensure the University's policy on Equal Opportunities is observed.