



POLITECNICO
DI TORINO



HR EXCELLENCE IN RESEARCH

Open, Transparent and Merit-based Recruitment of Researchers

OTM-IR Checklist

March 2019



OTM-R Checklist for Politecnico di Torino					
	Open	Transparent	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	<i>The Politecnico di Torino obtained the HR Excellence award (2013) before the stricter procedure for Open, Transparent, Merit-based Recruitment (OTM-R) took effect (2015). The national Law 240/2010 promotes an OTM-R system. The underlying principles of OTM-R policy are already elaborated in existing regulations and strategic documents and are already being applied (https://careers.polito.it/). Article 1 of all the Politecnico's regulations relating to the recruitment procedures for researchers already contains a reference to compliance with the European Charter for Researchers. Since most of the regulations are in Italian, efforts are being directed towards translating them in English.</i>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	*	x	x	Yes substantially	<i>Guidelines related to recruitment and selection procedure are available online at the following link: https://careers.polito.it/. The guidelines summarize the regulatory framework related to recruitment and selection processes for all available positions: full and associate professors, fixed-term researchers and research fellows. All regulations related to recruitment procedures and practices are published, in Italian, at the following link: https://www.polito.it/ateneo/documenti/?id_documento_padre=123892. Information related to selection and admission to PhD programmes are available online, both in Italian and in English, at the following link: http://dottorato.polito.it/en/admission. Indicator: the Career section of the website will be more visible and be improved with more information, in Italian and in English, on OTM-R</i>



					<i>procedures (Action 18 of the 2019-2021 Action Plan)</i>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes completely	<i>Administrative staff involved in the OTM-R process (recruitment and selection of professors, researchers and research fellows) regularly attend upgrading and training courses managed by external companies. HR Department provides adequate training and support to the members of the selection committees also through a Vademecum that summarize the procedural steps.</i>
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	Yes completely	<i>On-line procedures are in place for the submission of candidatures for all research positions. Applications for PhD programmes are submitted online via the procedure 'Apply' at http://apply.polito.it/index_en.html. All other applications are managed through a unique website: www.careers.polito.it</i>
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	<i>Varieties of measures are in place to ensure suitable quality control of OTM-R. The HR office supervises the whole recruitment process and makes sure that national and internal regulations are applied. The University Evaluation Unit assesses each year the performance of the administrative staff, including HR Department activity. An indicator of the quality of the OTM-R system is also the low number of complaints compared to the high number of selection procedures (period 2012-2019: 9 complaints over a global amount of 522 open positions)</i>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	<i>All position are advertised widely and transparently through different channels (institutional website, national website-CINECA, GU and EURAXESS) in line with national law provisions. Competition notices are published in Italian and in English. National legislation also encourages recruitment of external staff through specific provisions and dedicated recruitment procedures (e.g. Law No. 240/2010, Law no. 230/2005).</i>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, substantially	<i>In addition to the regulatory framework outlined in the previous section, Politecnico implements specific projects aimed at attracting researchers from abroad, such as: - "Attraction and retention of excellent professor" trough appropriate grants starting _____ grants https://www.researchers.polito.it/en/funds_training/projects_and_str</i>



					<p>ategic initiatives at politecnico/starting grants to attract excellent professors</p> <p>- Attraction of Visiting Professors in strategic areas: https://www.researchers.polito.it/en/careers/visiting_professors</p> <p>Moreover, Politecnico has foreseen a direct “expression of interest online procedure” for full and associate professors positions, open to external candidates with the aim of attracting the best scholars/researchers. The procedure are advertised in English at the website http://careers.polito.it/submitcv/.</p> <p>A dedicated webpage “Welcome@Polito” has been created in order to provide foreign researchers and visiting professors with all practical information for moving in Turin and working at Politecnico (https://www.researchers.polito.it/en/welcome_polito)</p> <p>Indicator: actions to further increase the attraction of candidates from abroad (Actions 1, 13, 19 of the 2019-2021 Action Plan)</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	<p>Politecnico di Torino guarantees equality and equal opportunities for access to work and treatment at work. National law does not allow the reservation of positions for “underrepresented groups”.</p> <p>In the selection process, special conditions apply for maternity/paternity leaves regarding the evaluation of publication and research products.</p> <p>Indicator: actions to increase international candidates and reduce the gender gap between candidates competing for academic positions (Actions 19 and 20 of the 2019-2021 Action Plan)</p>



9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, completely	<p><i>Since 2016, grants for basic research for all tenured faculty members and starting grants for tenure-track assistant faculty members have been introduced. Moreover, Politecnico di Torino has implemented several measures aimed at providing attractive working conditions for researchers and improving the quality of life, such as: the nursery "Policino" located inside the University, a baby-sitting service that facilitates the return to work after maternity, support services for elderly family members and counseling for staff in temporary difficulty, the foreign citizens office.</i></p> <p><i>The University monitors the quality of life in the workplace through surveys addressed to all the personnel of the University.</i></p> <p><i>A questionnaire on working conditions is filled out each year by doctoral candidates and every two years by research fellows and temporary researchers.</i></p>
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes, substantially	<p><i>Regulations and procedures guarantee the most open selection process and establish transparent and merit-based evaluation criteria.</i></p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, completely	<p><i>Politecnico has specific templates for advertising each of the different available positions.</i></p>



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	x	Yes, partially	<p><i>The competition notice contains all the information relevant for the applicant for preparing the application. All elements foreseen in chapter 4.4.1 are included, in Politecnico's job advertisements. Information on professional development opportunities and career development prospects for doctoral candidates and research fellows are not included because it is a task of the supervisor to discuss these issues with the PhD candidates/research fellows when preparing the Career Development Plan. The Action Plan 2019-2021 includes actions to support a good relationship between supervisors and PhD candidates/research fellows</i></p> <p>Indicator: Career Development Plan template (Actions 26 and 27 of the 2019-2021 Action Plan)</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	x	Yes, completely	<p><i>Vacancies are published on EURAXESS for all positions, as required by Law 240/2010.</i></p>
14. Do we make use of other job advertising tools?	x	x	x	Yes, completely	<p><i>Positions are also advertised through other media channels, such as: Politecnico website, CINECA website, Euraxess, Gazzetta Ufficiale (national official journal)</i></p>
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x	x		Yes, completely	<p><i>The administrative burden has been reduced to the minimum thanks to the use of e-recruitment procedures. The supporting documentation is entirely managed through the website and the possibility of error in filling in the application is very low.</i></p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]	x	x	x	Yes, completely	<p><i>The procedure for the appointment of the selection committee is transparent and is governed by internal regulations that are published online</i></p> <p>https://www.polito.it/ateneo/documenti/?id_documento_padre=123892</p>



17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	Selection committees are appointed according to national and internal regulations. Members of the committees should meet specific requirements and merit-based criteria which are defined for each categories of researchers.
18. Are the committees sufficiently gender-balanced?	x	x	x	Yes, partially	<i>In accordance with national (mainly related to anti-corruption issues) and internal legislation, members of the selection committees are chosen by lot from among a list of candidates that are proposed by each Department. Among candidates, genders should all be represented.</i>
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	x	x	Yes, substantially	<i>The competition notice serves as reference for the selection committee and it explains in detail the evaluation criteria and the selection procedures. Moreover, the HR Department provides support to the commission also through a Vademecum that summarizes the procedural steps. The Action Plan 2019-2021 includes an action to implement initiatives against unconscious bias in selection process</i> <i>Indicator: Before the start of the selection process, the evaluation committees will be asked to watch a video on Recruitment Bias in Research Institutes (Action 16 of the 2019-2021 Action Plan)</i>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x	x	x	Yes, completely	<i>All applicants are informed about the results of the selection procedure. The e-recruitment system is tailored to ensure open, transparent and timely communication at all stages of application. Candidates can consult the status of their application on-line, which is constantly updated on real time.</i>
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	<i>All applicants receive a personal feedback at the end of the selection procedures. The evaluation report is public and available online.</i>
22. Do we have an appropriate complaints mechanism in place?		x		Yes, completely	<i>The national legislation provides a reference regulation for the request of access to the official documents and the possibility to appeal before the Administrative Regional Court</i>
Overall assessment					



23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes, substantially	<i>High number of selection procedures and low number of complaints procedures (2012-2019: only 9 complaints over a total number of 552 open positions that is 1.6%)</i>
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