

OTM-R Checklist

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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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- 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	-- No	It is planned to implement during 2021. The main provisions of the OTM-R policy are reflected in the strategy of the University and in various acts. A separate strategy is planned to be developed in the fourth quarter of 2021.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes, <i>completely</i>	The issue is regulated by the current internal regulations of the ASUE and the regulations of the scientific research laboratories. https://asue.am/upload/files/scientific-board/Ambioni-varichi-yntacakarg-17.03.2017.pdf , https://asue.am/upload/files/documents/Gitama nkavarjakan-kazmi-yntrutyay-kanonakarg-28.08.2019.pdf , https://asue.am/upload/files/scientific-board/Amberd%20karg%2018.12.2019.pdf ,

					https://asue.am/upload/files/gitausumnakan_kan_onakarg.pdf , https://asue.am/science/scientific-educational-laboratories/innovative-and-institutional-research/aboutus
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes, completely	<p>On a regular basis ASUE conducts trainings of scientific-pedagogical staff according to the established order (https://asue.am/upload/files/scientific-board/razmavarakan-cragir.pdf), the relevant division organizes and carries out the trainings https://asue.am/am/asue/structure/pages/lifelong-education-and-trainings-division (https://asue.am/upload/files/asue-report-2019.pdf)</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	<p>Job at the ASUE - https://asue.am/am/job-at-asue, hr@asue.am. There is no concrete e-recruitment tool.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes, completely	<p>All the issues connected with quality control are regulated by <i>ASUE Quality Assurance Guide</i>, and the supervision process is carried out by the ASUE Quality Assurance Division. https://asue.am/upload/files/structure/VORAKI_DZERNARK.pdf</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes, completely	<p>Announcements of vacancies or competitions, except for internal announcements, are also posted in external sources and social media networks: Facebook, LinkedIn, careercenter.am, www.job.am, etc.</p>

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, substantially	The involvement of foreign researchers is limited to the implementation of short-term projects within the framework of cooperation.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes, completely	There is no discrimination against any group in filling the vacancy at the university.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	The requirements for the work and the position are fixed in the employment contract of each position of the University, and the salaries at ASUE are one of the highest compared to other similar institutions.
10. Do we have means to monitor whether the most suitable researchers apply?				++ Yes, completely	The evaluation of the applicants is carried out by a specially formed commission based on the developed evaluation system. https://asue.am/upload/files/documents/Gitamankavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	All the advertisements use a standard template.
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, completely	The announcements of thematic research conduct include links where the candidates can get acquainted with all the requirements for the applicants. https://asue.am/am/news/amberd-research-center-announces-a-competition-for-research-programs https://asue.am/am/news/asue-amberd-research-center-announces-competition-for-grant-research

					https://asue.am/am/news/asue-amberd-research-center-announces-student-competition https://asue.am/am/news/amberd-research-center-announces-grant-news https://asue.am/am/news/news-1574
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- <i>No</i>	It is planned to carry out during 2021.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	Announcements of vacancies or competitions, except for internal announcements, are also posted in external sources and social media networks: Facebook, LinkedIn, careercenter.am, www.job.am, etc.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	https://asue.am/am/job-at-asue
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes, completely	The current internal regulations of the ASUE. https://asue.am/upload/files/documents/Gitama nkavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf
17. Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes, completely	The current internal regulations of the ASUE. https://asue.am/upload/files/documents/Gitama nkavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf
18. Are the committees sufficiently gender-balanced?		x	x	++ Yes, completely	The composition of the committee is determined by the position held (https://asue.am/upload/files/documents/Gitama nkavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf), therefore, the proportion of women and men depends on who is currently holding that position. Since the involvement of women at ASUE in different positions is high,

					their number is usually evenly distributed in the 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, completely	Internal regulation for the evaluation of candidates. https://asue.am/upload/files/documents/Gitamankavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	Each applicant receives a personal e-mail and is informed of the results.
21. Do we provide adequate feedback to interviewees?		x		-- No	It is planned to carry out during 2021.
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes, completely	Internal regulation for the evaluation of candidates. https://asue.am/upload/files/documents/Gitamankavarjakan-kazmi-yntrutykanonakarg-28.08.2019.pdf
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	It is planned to carry out during 2021.