



# Open, Transparent and Merit-based Recruitment of Researchers

## OTM-R

Checklist for IIMCB (updated in January, 2025)



HR EXCELLENCE IN RESEARCH

	Open	Transparent	Merit-based	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes completely	<a href="https://www.iimcb.gov.pl/en/career-education/hr-excellence-in-research">https://www.iimcb.gov.pl/en/career-education/hr-excellence-in-research</a>
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	<p>The latest revision of the guide was introduced on 16th of November 2018. The procedures are developed as a presentation with attachments, the entire document consists of the following elements: IIMCB recruitment rules, job offer template, recruitment protocols. The documents were sent to all IIMCB employees. All forms are available for download at the intranet and official IIMCB website. The procedures have been promulgated exclusively in English, which is a compulsory and working language at the Institute. We don't have procedures in Polish language.</p> <p><b>Improvements introduced:</b>  <i>Order No. 12/2019 by the Director of the International Institute of Molecular and Cell Biology in Warsaw dated 27 August 2019 on adopting rules and regulations of the competition for the position of</i></p>

					<p><i>professor, researcher, assistant and regulations of the competition for PhD Students.</i></p> <p><i>Order No. 6/2021 by the Director of the International Institute of Molecular and Cell Biology in Warsaw dated 22 February 2021 on the Recruitment Process for Non-Scientific Positions.</i></p> <p><i>In 2022 "Recruitment Handbook" has been introduced at IIMCB, a guide that defines standards and procedures for managers and members of recruitment committees that should apply when interviewing job candidates (the booklet will be updated will be updated on an ongoing basis).</i></p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes completely	<p>The recruitment process involve active participation of individual lab and project managers and designated employees of the Human Resources Unit. Notwithstanding general rules available to all IIMCB employees, for each recruitment HR Unit dedicated employee communicates to involved parties all necessary documents and steps in the given recruitment process. Besides, HR personnel monitor these processes on an ongoing basis, and check their compliance with The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers, as well as with the rules of external granting institutions.</p>
4. Do we make (sufficient) use of e- recruitment tools?	x	x	x	Yes completely	<p>In our recruitment processes we make use of a wide range of Internet websites to announce open positions, such as: IIMCB website and <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a> (both are a must), granting institutions' websites and other. We do not have special recruitment tools. Candidates send to us their applications to an e-mail address dedicated for recruitment processes. For each recruitment, the HR staff prepares the list of candidates meeting the formal criteria for the project manager and the Recruitment Committee. The candidates who proceed to an interview are those selected by the Recruitment Committee. Recruitment Committee is appointed separately for each recruitment process. We have also developed templates for recruitment reports, which provide the criteria used for candidates' assessment. Depending on the future needs and financial possibilities we may envisage</p>

					<p>introduction of an internal e-recruitment tool/s.</p> <p><b>Improvements introduced:</b></p> <p><i>Starting in 2019, IIMCB is jointly establishing the Warsaw-4-PhD Doctoral School with 9 other institutes. Recruitment of candidates to the Doctoral School is carried out through the recruitment system.</i></p> <p><i>In 2024 In 2024, IIMCB purchased and implemented an electronic recruiting system that allows IIMCB to easily manage the recruitment process. It allows recruiters to publish job listings on various sites, and makes it easier to collect applications and match them to a position. It also improves communication with the candidate. In addition, the system contains all the consents and declarations that a candidate should be familiar with, and candidate data is maintained in accordance with relevant legal regulations.</i></p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes substantially	<p>HR staff maintain databases in which they provide information on the recruitment process. These databases were introduced in November 2018 and are continuously developed.</p> <p><b>Improvements introduced:</b></p> <p><i>As part of the Gender Equality Plan, the databases have been expanded with additional data, this data will help monitor gender balance both at the interview stage and later in the teams.</i></p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes completely	<p>All job announcements are published in English and posted at various sites and portals with international reach, including EURAXESS, EMBO, LinkedIn, Facebook site of the Institute. Moreover, Lab Leaders and employees use their professional contacts to send out job advertisements to researchers and research centers abroad. Every advertisement contains information about English being a working language at IIMCB and professional English-speaking administrative personnel.</p> <p><b>Improvements introduced:</b></p> <p>On the website <a href="https://www.iimcb.gov.pl/en/career-education/hr-excellence-in-research">https://www.iimcb.gov.pl/en/career-education/hr-excellence-in-research</a> information has been introduced regarding the scope of IIMCB's assistance to foreign employees, as well as a contact for the HR Unit if inquiries from candidates arise.</p>

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes completely	Yes, statistics from the last recruitment process for the position of a PhD student show that 74% of the total number of applications were sent by foreign candidates.. Foreigners account for about 24% of the total number of researchers, including: 25% - are in stage R3 or R4, 20% - are in stage R2, 33% - are in stage R1
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	Yes, 55% of the total number of scientists are women.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes substantially	The majority of applications are sent to us come from foreign candidates, mainly we approach candidates from India and other countries outside the EU, including Pakistan, Iran, etc. More than 60% of recruited staff comes from the outside/abroad. <b>Additional information:</b> <i>Currently we have increasing diversity in IIMCB, 19 nationalities from different parts of the world.</i>
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes completely	Most of the candidates fulfill the formal criteria which make us believe that the job advertisements are written in a clear way. Therefore, at this very moment we don't see the need to introduce monitoring for the matter in question.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes completely	The template has been created as an attachment to recruitment procedures. The form has been sent to all employees of the Institute. It is available to all on the Institute's intranet site. <b>Improvements introduced:</b> <i>Selection criteria for each position have been introduced in the announcements. The selection criteria were prepared by a working group.</i>
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	All advertisements includes those links.

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes completely	Since IIMCB is in the HRS4R all job announcements for research positions are posted on EURAXESS. At the same time more than 60% of recruited staff comes from the outside/abroad.
14. Do we make use of other job advertising tools?	x	x		Yes partially	<p>Since November 2018 we have expanded the number of portals where we post our job advertisements. We purchased access to the <a href="https://biotechnologia.pl/">https://biotechnologia.pl/</a> portal, dedicated to the scientific community. The portal is run in two language versions – Polish and English. The Institute's profile appears in each job offer. It contains a description of IIMCB's activities, equipment, scientific profiles of individual laboratories and information on research projects. We are currently in the process of developing profiles of the Institute in career bureaus of universities which are valuable targets in attracting MSc and future PhD students. In the coming years, depending on available funds, we plan to purchase a long-term subscription for publishing announcements in prestigious international research related Internet sites.</p> <p><b>Additional information:</b>  <i>We additionally promote our announcements widely on Social Media, in the case of recruitment for the Doctoral School, we conduct a widely available information campaign adequately in advance of the recruitment.</i></p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			Yes completely	Yes, definitely the administrative burden is on us :-). We help candidates at every step: At the recruitment stage: candidates from abroad do not have to travel to an interview. The Recruitment Committee interviews foreign candidates via Skype, after arranging a convenient time with the candidate. At the stage of organizing the arrival/stay: Within the HR Unit the Institute has set up a dedicated desk to support foreign researchers. The person employed in this position helps in preparing the documents necessary for a visa, finding of accommodation, legalizing of the stay, obtaining all other documents and insurance required by Polish law. At the stage of getting employment: HR employees and administration staff of specific

					laboratories help in fulfilling all the formalities. The documents are always drawn up in two language versions.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes partially	We don't provide any statistics. For that moments experts from a given scientific discipline are appointed to the Recruitment Committee, i.e. those whose knowledge and competences allow for substantive assessment of candidates. The composition of Recruitment Committees is approved by the IIMCB Directors. <b>Improvements introduced:</b> <i>In 2022 "Recruitment Handbook" has been introduced at IIMCB, a guide that defines standards and procedures for managers and members of recruitment committees that should apply when interviewing job candidates (the booklet will be updated will be updated on an ongoing basis)</i>
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes completely	The rules have been announced in recruitment procedures. Additional criteria are set out in the competition documentation of the research projects pursued at IIMCB.
18. Are the committees sufficiently gender- balanced?		x	x	Yes substantially	The recruitment procedure includes information on the need to apply the gender-balance rule. It is not always possible, due to the availability of experts in a specific scientific discipline.
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 partially	In our protocols we have introduced selection criteria that are in compliance with project requirements and with the rules of The European Charter for Researchers and The Code of Conduct for the Recruitment of Researchers.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		Yes substantially	Yes. Until Nov. 2018 all recruitment processes were carried out within particular laboratories or units. Since Nov. 2018 this process has been centralized in the HR Unit which assures that all elements of the recruitment process are in place, including information all applicants at the end of the selection process. All advertisements include the formula that 'we will contact only selected candidates'. Then, all candidates receive kind confirmation about the receipt of their

					<p>application. At this stage they are also informed that they will be contacted only in case of invitation for an interview. Then, only selected candidates are invited to the interview. After the round of interviews is concluded, candidates who participated are informed about the results of interview.</p> <p><b>Improvements introduced:</b>  <i>Feedback to candidates at each stage of recruitment from 2024 is sent through the recruitment system. Information on the results of the competition for a particular position is published on the IIMCB website.</i></p>
21. Do we provide adequate feedback to interviewees?		x		Yes completely	<p>This information is provided only to those who were invited for a recruitment interview. The Head of Recruitment Committee is responsible for sending out the feedback.</p>
22. Do we have an appropriate complaints mechanism in place?		x		Yes completely	<p>According to internal regulation Decision No. 2/2017 on appointing a new person the Ombudsman for Researchers at the International Institute – we have provided appropriate procedures, in the form of ombudsman to deal with complaints/appeals of researchers, including those concerning conflicts between supervisor(s). Such procedures provide all research staff with confidential and informal assistance in resolving work - related conflicts, disputes and grievances, with the aim of promoting fair and equitable treatment within the institution and improving the overall quality of the working environment. To avoid conflict of interest we appointed two Ombudsmen at IIMCB - one being a researcher for complaints/conflicts among administrative staff members, and one administration representative for researchers.</p> <p><b>Improvements introduced:</b>  <i>Order No. 19/2021 of the Director of the International Institute of Molecular and Cell Biology in Warsaw dated 28 October 2021 on adopting Disputes and Conflicts Resolution Policy of the International Institute of Molecular and Cell Biology in Warsaw (which covers prevention of mobbing, anti-discrimination activities, and the institution of the employee ombudsperson) Together with the ombudsmen and with the participation of an external company, of a movie promoting effective conflict resolutions and</i></p>

					<i>activities of the ombudsmen at IIMCB has been prepared</i>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x		Yes completely	All the elements put in place at IIMCB described above are monitored at every stage and regularly and all this serves OTM-R. We still plan to develop a gender/equal opportunities element to the functioning of the Institute, including recruitment processes.