

## Unofficial Reading Version

These guidelines were not published coherently in the form presented below. This publication is provided as a service for non-German reading students and other members of the University of Greifswald.

The only legally binding text is the German text of the *Richtlinie zu offenen transparenten leistungsbezogenen Rekrutierungsverfahren an der Universität Greifswald* of 11/09/2019 that can be found on the University's website.

## Guidelines for Open, Transparent and Merit-Based Recruitment Procedures (OTM-R) at the University of Greifswald

With the publication of the **European Charter for Researchers** and the **Code of Conduct for the Recruitment of Researchers** in March 2005, the European Commission issued recommendations for improving employment and working conditions for highly qualified researchers in Europe.

The intention behind the Charter and the Code of Conduct is to establish best practice for the recruitment and working conditions of early career researchers in Europe. The aim is also to create an attractive European labour market for researchers by optimising research conditions and developing mobility options for researchers.

The University of Greifswald is committed to implementing the Charter and the Code of Conduct as part of the 'Human Resources Strategy for Researchers' process designed by the European Commission.

### *The Aims of OTM-R and OTM-R Recruitment Practices*

**OTM-R** is embedded within the **HRS4R process** and is a priority policy for the European Research Area. '**Open, transparent and merit-based recruitment**' is intended to ensure a high-quality, equal opportunity recruitment process.

Recruitment processes based on the OTM-R standard make research careers more attractive, increase mobility and promote gender equality. The goal is to appoint the most suitable and most qualified applicant to the post after conducting a fair selection process. From the perspective of the recruiting institution, the systematic OTM-R strategy enhances the institution's image and raises the quality of its recruitment procedures.

The University of Greifswald understands the importance of open, transparent and merit-based recruitment and intends to implement these features into its processes. This will affect the entire recruitment process for academic staff, including professors, and non-academic staff, from the job advertisement and application phase through to selection, assessment and appointment.

The OTM-R system at the University of Greifswald will ensure that:

- ✓ the recruitment process is fair and transparent

- ✓ potential applicants have all the necessary information (timetable, selection procedure, selection criteria)
- ✓ The administrative workload for applicants is kept to a minimum
- ✓ researchers from other countries are also encouraged to apply, depending on the profile of the position to be filled
- ✓ applicant qualifications are commensurate with the research position on offer
- ✓ an independent and objective selection committee is convened and that the committee makes its decisions in accordance with OTM-R principles.

The OTM-R principles have already been incorporated into a number of recruitment procedures (cf. [Berufungsrichtlinie \(Professorial Appointment Guidelines\)](#) and will continue to be monitored and, where necessary, expanded as the HRS4R process is rolled out. The [OTM-R Guidance Document](#) has been written to encourage the implementation of OTM-R principles within the University. The OTM-R Guidance Document will be made available not only to those involved in the recruitment process, but to the wider public as well.

### *Quality Assurance*

To ensure the implementation of OTM-R principles throughout the University, all persons involved in the recruitment process will have access to the relevant guidance/guidelines, checklists, tools and templates. Members of academic staff who are involved in the recruitment process will be comprehensively briefed on OTM-R by the HR Department.

A working group consisting of members of staff from different departments, institutions and organisational units (e.g. Human Resources Department, Staff Council, Gender Equality Officer) will check and ensure the quality of the OTM-R system. The working group will meet at regular intervals and will compile proposals for improvements to the OTM-R system based on a range of information (e.g. feedback).

Greifswald, 11 September 2019