

HR Excellence in Research

OTM-R Checklist

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Case number

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Name Organisation under review

VID vitenskapelige høgskole AS

Organisation's contact details

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HR Excellence in Research E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	Our OTM-R policy is published on-line in Norwegian and English and is available in the Employee Handbook on the intranet
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	Regulated in national legislation and supported by VIDs internal guidelines, last updated Aug 2025 (Employee Handbook)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	The HR division support recruiting managers throughout the recruitment process. All HR-partners are sufficiently trained. Manager must develop OTM-R competency by Q4 2026, as detailed in the Action Plan
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	VID use the online recruitment system "Jobbnorge" which covers all stages of the recruitment process. https://www.jobbnorge.no/search/en . Additionally VID plans to use EURAXESS jobportal where applicable, as detailed in the action plan.
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	OTM-R is regulated by national law. Applicants receive information about the process and how their application is evaluated.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All vacancies are published externally on the Jobbnorge website and our own webpages.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	All vacancies are published externally on the Jobbnorge website and our own webpages. Where the working language is English, job postings are also in English. VID will start advertising through Euraxess portal to support internationalisation.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Inclusion of underrepresented groups is safeguarded by national legislation. They are encouraged to apply in the job advert.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Working conditions are safeguarded through national legislation. As described in the GAP analysis and in the Action Plan, VID has an area of improvement concerning onboarding for international researchers.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	VID adapt each individual job posting to ensure the advertisement match the requirements for the position. Research positions are led by academic heads of departments who use their knowledge of the field and their national and international network to assess whether the most suitable researchers apply.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	Templates and guidelines are available and used for all positions in Norwegian and English in the Jobbnorge portal.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	VID has good practise in place, however with reference to the OTM-R toolkit indicators have been identified to improve the job advertisement , which is reflected in the action plan.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	Will start advertising research positions through Euraxess Portal by 2026.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Research vacancies are published through various channels depending on the type of position. The JobbNorge portal, FINN.no and vid.no is always used, NAV, Forskning.no are often used in addition to SoMe such as LinkedIn, depending on the nature of the post.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Applications are submitted through the e-tool (JobbNorge) and candidates can upload relevant documentation electronically. Request for documentation is limited to those necessary for the assessment. The applicants is only requested to bring certified copies to the interview.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	VIDs policy clearly stipulate the requirements of the selection committee The recruiting manager ensure adherence, supported by HR.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	As per national legislation, VID policy state that the expert committee must consist of at least three members of which two must be external and both genders represented. The committee should have an international element and expertise in the relevant discipline.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	As per national legislation, VID policy state that the expert committee must represent both genders
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	According to national legislation , VIDs recruitment policy clearly stipulates the procedure for evaluating candidates based on merit and a wide range of selection criteria ensuring that the best candidate is selected. The Selection Committee is issued these guidelines by HR once the impartiality check has been completed. When appointing, the expert assessments shall be emphasised, but it is the overall assessment of teaching skills, interviews and reference, along with the expert assessment, that is decisive.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants receive information through the e-tool (JobbNorge) when the position has been filled.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	All interviewees are called by the Chair of the recruitment panel to inform them of the outcome. This also provides an opportunity to provide immediate feedback. Further feedback is available on request.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Applicants are given a two week period for comments on the expert committee individual report. With regards to the final appointing decision there is no right to appeal the decision. However, in the case of an administrative error, a concern/complaint can be raised with HR or the Chair of the recruitment panel.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/- Yes substantially	Openness, transparency and merit based recruitment is regulated by national legislation. However, there is room to improve VID's own systems to assess the delivery of OTM-R, which is driven by the implementations of the HRS4R action plan.