| | Open | Transparent | Merit-based | Answer: Yes c*ompletely/Yes substantially/ Yes partially/No* | Suggested indicators (or form of measurement) |
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| **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 c*ompletely*** | https://www.iislafe.es/es/investigacion/personas/ |
| 2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions? | x | x | x | *Yes substantially* | 3 of January of 2018 |
| 3. Is everyone involved in the process sufficiently trained in the area of OTM-R? | x | x | x | *Yes partially* | CERCA (Centres de Recerca de Catalunya) video about "Recuitment Bias in Research Institutes" (https://www.youtube.com/playlist?list=PLIRaTLZqki-CuOpGbTSp_CUgJvyBM_Btj) has been disseminated to Human Resources and Development Area of IIS La Fe and it will also be sent to the researchers involved in recruiting personnel, as well as to the members of the Personnel Selection Committee. |
| 4. Do we make (sufficient) use of e-recruitment tools? | x | x | | *Yes partially* | On our website, we have a direct link for the publication of job offers (https://www.iislafe.es/en/job-offers/), where advertising is given and the candidates application is facilitated, as well as information about the call status and its final resolution. |
| 5. Do we have a quality control system for OTM-R in place? | x | x | x | **Yes c*ompletely*** | Our OTM-R procedures are integrated into the Quality Management System, which means that, at the moment, no external quality control has been planned. |

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| 6. Does our current OTM-R policy encourage external candidates to apply? | x | x | x | *Yes partially* | Positive trend in the share of applicants from outside the institution. Data since 2016. |
| 7. Is our current OTM-R policy in line with policies to attract researchers from abroad? | x | x | x | *Yes partially* | Positive trend in the share of applicants from outside the institution. Data since 2016. |
| 8. Is our current OTM-R policy in line with policies to attract underrepresented groups? | x | x | x | *Yes substantially* | Positive trend in the share of applicants among underrepresented groups (frequently women and disable people). Data since 2016. |
| 9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x | x | x | *Yes partially* | Positive trend in the share of applicants from outside the institution. Data since 2016. |
| 10. Do we have means to monitor whether the most suitable researchers apply? | | | | *No* | At present we do not have a monitoring system. |

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| **Advertising and application phase** | | | | | |
| 11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x | x | | **Yes** c*ompletely* | A job vacancy template is annexed for research personnel in two languages. |
| 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 | | **Yes** c*ompletely* | In PERSONS section and in TRANSPARENCY Portal of the IIS La Fe website, the salary tables and the working conditions of our collective agreement are informed. |
| 13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience? | x | x | | *Yes partially* | 100% of vacancies for research staff associated with European projects are published on the EURAXESS portal.\n\nPositive trend in the share of applicants from outside the institution. Data since 2016. |
| 14. Do we make use of other job advertising tools? | x | x | | **Yes** c*ompletely* | IIS La Fe advertises their job announcements on their website, in their social networks (twitter, linkedin), in the university bulletin board, and in some cases, in the portals of Official Schools. |
| 15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)] | x | | | **Yes** c*ompletely* | When registering for any of our public calls, it is mandatory to provide the academic record, CV, the |

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| | | | | | corresponding academic degree, as well as the documentation supporting the requested merits. |
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| **Selection and evaluation phase** | | | | | |
| 16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)] | | x | x | **Yes** *completely* | The Personnel Selection Committee consists of: i. Principal Investigator, ii. General Directorate of IIS La Fe, iii. Human resources management of the U. i P. La Fe Hospital. |

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| 17. Do we have clear rules concerning the composition of selection committees? | | x | x | **Yes c*ompletely*** | The rules of the Personnel Selection Committee composition are approved by the Governing Bodies of IIS La Fe. |
| 18. Are the committees sufficiently gender-balanced? | | x | x | **Yes c*ompletely*** | At this moment, the stable composition of the Personnel Selection Committee is balanced in terms of gender, since the General Director of IIS La Fe is a man and the Human resources manager of the U. i P. La Fe Hospital is a woman. The final gender-balanced of the Personnel Selection Committee depends on the gender of the Principal Investigator, who can be male or female, depending on the case. However, given the gender balance of IIS La Fe intrinsically, the committees regularly include members of both sexes. |
| 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 c*ompletely*** | IIS La Fe regulations for candidates selection. The selection criteria used by Personnel Selection Committee have been established and approved by IIS La Fe Governing Bodies. |

| **Appointment phase** | | | | | |
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| 20. Do we inform all applicants at the end of the selection process? | | x | | *Yes partially* | Candidates are informed through job call phases and states on IIS La Fe website. The call resolution is announced once the process has finished for the knowledge of the applicants. |
| 21. Do we provide adequate feedback to interviewees? | | x | | *Yes partially* | Candidates are informed through job call phases and states on IIS La Fe website. The call resolution is announced once the process has finished for the knowledge of the applicants. |
| 22. Do we have an appropriate complaints mechanism in place? | | x | | *Yes partially* | Applicants can send their complaints through e-mail address indicated in the job call. |

| **Overall assessment** | | | | | |
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| 23. Do we have a system in place to assess whether OTM-R delivers on its objectives? | | | | *Yes partially* | Job Satisfaction Survey |