

## EURAXESS

### OTM-R Checklist

**Case number**

2021AM610781

**Name Organisation under review**

Yerevan State University

**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 HRS4R 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

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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.yasu.am/en/sitesection-798/37396">https://www.yasu.am/en/sitesection-798/37396</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++ Yes completely	The issue is regulated by the current internal regulations of the YSU and the regulations of the content/uploads/2016/05/ambioni_varich_yntrutyun.pdf <a href="http://documentation.yasu.am/wp-conterfbclid=IwAR2Ybvj7DicvklIViOXCqCXQrcrmyJ2oVXtbzOzNooLLIJRt2G2iqiXiYwA">http://documentation.yasu.am/wp-conterfbclid=IwAR2Ybvj7DicvklIViOXCqCXQrcrmyJ2oVXtbzOzNooLLIJRt2G2iqiXiYwA</a>
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	++ Yes completely	On a regular basis YSU conducts trainings of scientific -pedagogical staff according to the esta
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	Example of job announcement at YSU <a href="http://yasu.am/news/hy/YSU-rector-election-E-recruitmercontent/uploads/2015/03/YSU_Internal_Disciplinary_Rules_ENG.pdf">http://yasu.am/news/hy/YSU-rector-election E-recruitmercontent/uploads/2015/03/YSU_Internal_Disciplinary_Rules_ENG.pdf</a>
Do we have a quality control system for OTM-R in place?	x	x	x	++ Yes completely	All the issues connected with quality control are regulated by YSU Quality Assurance Guide, Re <a href="http://www.yasu.am/files/quality/Approval_of_YSU_Study_Programs.pdf?fbclid=IwAR2ul1bB35y">http://www.yasu.am/files/quality/Approval_of_YSU_Study_Programs.pdf?fbclid=IwAR2ul1bB35y</a> <a href="http://www.yasu.am/files/quality/Regulation_on_Excellence_Award_Eng.pdf?fbclid=IwAR3sLxhC">http://www.yasu.am/files/quality/Regulation_on_Excellence_Award_Eng.pdf?fbclid=IwAR3sLxhC</a> <a href="http://www.yasu.am/files/quality/Work-Order_of_the_Committees_Eng.pdf?fbclid=IwAR35asx4F">http://www.yasu.am/files/quality/Work-Order_of_the_Committees_Eng.pdf?fbclid=IwAR35asx4F</a>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	Announcements of vacancies or competitions, except for internal announcements, are also posted also on YSU official web page. Currently we have organised a seminar for our young researchers announcement portals. Example of vacancy announcement on mass media: <a href="https://www.pano1%D5%BC%D5%A5%D5%AF%D5%BF%D5%B8%D6%80-%D5%B4%D6%80%D6%81%D5%">https://www.pano1%D5%BC%D5%A5%D5%AF%D5%BF%D5%B8%D6%80-%D5%B4%D6%80%D6%81%D5%</a>
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.They are engaged as the participants of rese. some international researchers are engaged in YSU research process and temporarily are hired provide us with opportunity to hire external researchers from all over the world.
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.

	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 completely	After the attestation of scientific laboratories the salaries and conditions for researchers became research activity. The institute of rewards are regulated by internal regulation, which will be reviewed. <a href="http://www.y-su.edu.pl/new.pdf?fbclid=IwAR3F2Q6YQfKmXcR3nLBRYDj-fP8aOdEN0hw92eNkYO8GRjK2x5E_FslO">new.pdf?fbclid=IwAR3F2Q6YQfKmXcR3nLBRYDj-fP8aOdEN0hw92eNkYO8GRjK2x5E_FslO</a>
Do we have means to monitor whether the most suitable researchers apply?				++ Yes completely	We have Selection Committees that is mostly supervised by Vice-Rector for Academic Study (impartially and considers all the skills and abilities). <a href="http://documentation.y-su.edu.pl/wp-content/uploads/2017/07/mardkayin_res_kar_zargacman_hayecakarg.pdf?fbclid=IwAR27g9SOCdYl34xiDmv5lJOzOYzXpuq9YECGkY6oi_gw8_-OOl2wSmiFIDg">http://documentation.y-su.edu.pl/wp-content/uploads/2017/07/mardkayin_res_kar_zargacman_hayecakarg.pdf?fbclid=IwAR27g9SOCdYl34xiDmv5lJOzOYzXpuq9YECGkY6oi_gw8_-OOl2wSmiFIDg</a> <a href="http://documentation.y-su.edu.pl/wp-content/uploads/2017/07/mardkayin_res_kar_zargacman_hayecakarg.pdf?fbclid=IwAR2Ybvj7DicvklIViOXcQcXQrcrmyJ2oVXtbzOzNoolLIJRt2G2iqiXiYwA">http://documentation.y-su.edu.pl/wp-content/uploads/2017/07/mardkayin_res_kar_zargacman_hayecakarg.pdf?fbclid=IwAR2Ybvj7DicvklIViOXcQcXQrcrmyJ2oVXtbzOzNoolLIJRt2G2iqiXiYwA</a>
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	YSU has "Human resource management and development concept" which regulates advertising content/uploads/2017/07/mardkayin_res_kar_zargacman_hayecakarg.pdf?fbclid=IwAR2LsftoJ <a href="http://www.y-su.edu.pl/uploaded/-%D5%B0%D6%80%D5%A1%D5%BE%D5%A5%D6%80....pdf?">http://www.y-su.edu.pl/uploaded/-%D5%B0%D6%80%D5%A1%D5%BE%D5%A5%D6%80....pdf?</a>
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	Active links are provided if it is necessary not only for YSU job announcements but also for the <a href="http://www.y-su.edu.pl/cooperation/en/1643803213?fbclid=IwAR0VrckxLPr8bTkj98OMpAlh3Z8h9l">http://www.y-su.edu.pl/cooperation/en/1643803213?fbclid=IwAR0VrckxLPr8bTkj98OMpAlh3Z8h9l</a>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	It is planned to carry out during the end of 2023.
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 also on YSU official web page.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	There is YSU Alumni and Career Center, which coordinates the whole procedure of applying for Administrative processes are supervised and provided by YSU HR Department also. <a href="http://1course.y-su.edu.pl/%EF%BB%BF%EF%BB%BF%D5%B7%D6%80%D5%BB%D5%A1%D6%87-%D5%AF%D5%A1%D6%80%D5%AB%D5%A5%D6%80%D5%A1%D5%B5%D5%">http://1course.y-su.edu.pl/%EF%BB%BF%EF%BB%BF%D5%B7%D6%80%D5%BB%D5%A1%D6%87-%D5%AF%D5%A1%D6%80%D5%AB%D5%A5%D6%80%D5%A1%D5%B5%D5%</a>
Selection and evaluation phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	Current regulations on Selection Committees: <a href="http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR27g9SOCdyL34xiDmv5lJOzOYzXpuq9YECGkY6oi_gw8_-OOl2wSmiFIDg">http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR27g9SOCdyL34xiDmv5lJOzOYzXpuq9YECGkY6oi_gw8_-OOl2wSmiFIDg</a> <a href="http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR2Ybvj7DicvkllViOXCqCXQrcrmyJ2oVXtbzOzNooLLIJRt2G2iqiXiYwA">http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR2Ybvj7DicvkllViOXCqCXQrcrmyJ2oVXtbzOzNooLLIJRt2G2iqiXiYwA</a>
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	Here are links for composition: <a href="http://documentation.y-su.am/wp-content/uploads/2017/07/vorosOOl2wSmiFIDg">http://documentation.y-su.am/wp-content/uploads/2017/07/vorosOOl2wSmiFIDg</a> <a href="http://documentation.y-su.am/wp-content/uploads/2019/06/voroshum_10.6.2.pc">http://documentation.y-su.am/wp-content/uploads/2019/06/voroshum_10.6.2.pc</a>
Are the committees sufficiently gender-balanced?		x	x	++ Yes completely	As 60% of YSU employees are women, many of whom hold managerial positions, the balance women has increased and women researchers are more than engaged in the process, we have research process. Vice-rector of YSU is a woman for the first time during the history of YSU. <a href="https://www.armstat.am/am/">https://www.armstat.am/am/</a>
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 regulations for the evaluation of candidates. <a href="http://documentation.y-su.am/wp-content/uploads/jyKTq99cjdDe00seOOlCSksPpD4p7YF80o">http://documentation.y-su.am/wp-content/uploads/jyKTq99cjdDe00seOOlCSksPpD4p7YF80o</a> <a href="http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR2G0UhlpAgLw8D69tpt4XHxq8_drL_jceFADK6ghwXC5eXXZWXn2XcSRg">http://documentation.y-su.am/wp-content/uploads/fbclid=lwAR2G0UhlpAgLw8D69tpt4XHxq8_drL_jceFADK6ghwXC5eXXZWXn2XcSRg</a>
Appointment phase					
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.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Each applicant receives adequate feedback e-mail where all the details are described.
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	YSU has Complaints Committee for different research directions. The work of the committees is 4). <a href="http://documentation.y-su.am/wp-content/uploads/2021/08/Order-155-2.pdf?fbclid=lwAR3CF">http://documentation.y-su.am/wp-content/uploads/2021/08/Order-155-2.pdf?fbclid=lwAR3CF</a>
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	We are planning to carry it out fully during 2023-2024.