

Open, Transparent and Merit-based Recruitment of Researchers

CRG OTM-R _Checklist for Institutions
2026



HR EXCELLENCE IN RESEARCH



	Open	Transparent	Merit-based	Answers: Yes completely / Yes substantially / Yes partially / No	Comments / Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy Online (in the national language and in English)?	×	×	×	Yes, completely	<p>The Policy is published in website in English, because it is the official language at the Institute.</p> <p>https://www.crg.eu/sites/default/files/crg/crg_recruitment_policy.pdf https://www.crg.eu/en/content/careers/hr-excellence-research</p> <p><i>Indicator: Document</i></p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	×	×	×	Yes, substantially	<p>Selection and Recruitment processes are describe as a common framework in the "Recruitment Policy" of the Institute.</p> <p>Besides, specific procedures are in place for R1 (First Stage Researcher) and R2 (Recognized Researcher)</p> <p>R1: https://www.crg.eu/en/content/training/phd-students https://www.crg.eu/en/content/training-phd-students/phd-funding-opportunities-2025</p> <p>R2: https://www.crg.eu/en/content/training/postdoctoral-researchers https://www.crg.eu/sites/default/files/crg/crg_recruitment_policy.pdf</p> <p>In case of R3 and R4: there is an open procedure in our website: https://www.crg.eu/en/content/careers/group-leader-recruitment</p> <p><i>Indicator: Procedures published</i></p>

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3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	Yes, substantially	<p>The Human Resources Department is sufficiently trained. With regards to Hiring Managers of researchers, they are familiar with the OTM since the HR Department always makes sure that the OTM guidelines are disseminated properly.</p> <p><i>Indicator: Means of dissemination used</i></p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, completely	<p>Web-based tool is used for all the stages in the recruitment process: publishing the job ad, saving applications, analysing data, creating statistics, informing all candidates about the selection process. Managing satisfaction survey. Summarizing data for the reports.</p> <p>The recruitment tool is located at the CRG official website: https://recruitment.crg.eu/</p> <p><i>Indicator: Number of e-recruiting tools</i></p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	<p>Currently, the Human Resources Department works on a questionnaire for candidates to monitor the quality control of the different selection processes.</p> <p><i>Indicator: Results of the questionnaire</i></p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	<p>All the new positions are published openly in a wide list of recruitment portals, besides the internal sources.</p> <p><i>Indicator: Number of external recruitments</i></p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, completely	<p>One of the CRG Strategic objective is to attract top talent from abroad. Researchers at CRG are recruited internationally using specific means of talent attraction, such as, international job portals (like EURAXESS job portal, "FindaPhD", "Research Gate", Nature, Science, LinkedIn, among others), networking, social media, etc.</p> <p>There is a dedicated section in the CRG website for information about moving to Barcelona, Guidelines for International Staff: https://www.crg.eu/en/content/careers/relocation-barcelona</p> <p><i>Indicator: Number of external candidates recruited</i></p>

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8. Is your current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, substantially	<p>It is totally in line with policies to attract underrepresented groups. Proactive identification and invitation of competitive female applicants by faculty members is encouraged at the opening of every selection process for Principal Investigators to promote gender balance.</p> <p><i>Indicator: Number of recruited women in senior posts</i></p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	<p>CRG provides wide range of social benefits for CRG employees:</p> <ul style="list-style-type: none"> - Equipment and facilities: Top of the art facilities. - Flexible working hours. - Holidays: Eligibility for 30 working days as holidays (which is an improvement of the ordinary national legislation). - Competitive salaries. - Flexible compensation plan. - Relocation Allowance: Moving from any European country or from outside of Europe. - Personal and family assistance. - Special discounts. - Training: Languages, Scientific and technology, Research Integrity, Transferable skills (career "charlas", etc.), Career Coaching, among others. - Access to Career advice and Career Development. <p><i>Indicator: Number of type of benefits</i></p>
10. Do we have means to monitor whether the most suitable researchers apply?				Yes completely	<p>Data collected from the online recruitment tool allows to evaluate whether candidates are suitable or not (CV, reference letter, motivation letter, qualifications, publications, awards...)</p> <p><i>Indicator: Means established to evaluate</i></p>
11. Do you have clear guidelines or templates (e.g. Euraxess) for advertising positions?				Yes completely	<p>In the Recruitment Policy and COFUND guidelines is established that job openings have to be published in the EURAXESS Website. In addition, Human Resources Department assesses about what job portals are the best option for advertising specific job positions (PhD's, Postdocs, Principal Investigators...) and what fields/categories describing the job opening are mandatory. Additionally, the HR department has created a "New Job Request" form in which Hiring Managers have the information and guidelines for advertising positions.</p> <p><i>Indicator: Templates, Recruitment Policy and COFUND guidelines</i></p>

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12. Do we include in the job advertisement references / links to all the elements foreseen in the relevant section of toolkit? [see Chapter 4.4.1.a)]	x	x		Yes completely	<p>All the relevant information described in the toolkit is included in the job advertisements.</p> <p><i>Indicator: Elements included in the job advertisements</i></p>
13. Do we make full use of EURAXESS to ensure our research vacancies to reach a wider audience?	x	x		Yes completely	<p>It is mandatory to publish all positions of researchers in EURAXESS Website.</p> <p><i>Indicator: Number of vacancies published</i></p>
14. Do we make use of other job advertising tools?	x	x		Yes completely	<p>We use competitive international advertising tools, such as:</p> <ul style="list-style-type: none"> - Nature - LinkedIn - Biocat - FindaPhD - FindaPostdoc - Research Gate - CRG Website - CRG mailing list - EU-LIFE website - BIST website <p><i>Indicator: Number of advertising tools used</i></p>
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1.b)]	x			Yes substantially	<p>CRG has a user-friendly recruiting tool that allows candidates to apply and upload all the documents needed in a agile way. The administrative burden is kept the minimum.</p> <p><i>Indicator: Results of a new questionnaire for candidates in which this aspect is measured</i></p>

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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)]		×	×	Yes completely	<p>There are general rules governing the appointment of selection committees. Specific rules apply to different Selection Processes, such as, COFUNDs, Principal Investigators, PhDs...</p> <p>CRG Recruitment policy indicates Selection Committee Responsibilities and Selection Committee Composition</p> <p><i>Indicator: Guidelines</i></p>
17. Do we have clear rules concerning the composition of selection committees?		×	×	Yes completely	<p>The CRG Recruitment Policy clearly establishes rules for the appointment of selection committees, including responsibilities, panel formation, and conflict-of-interest procedures.</p> <p><i>Indicator: Guidelines</i></p>
18. Are the committees sufficiently gender-balanced?		×	×	Yes completely	<p>Selection Committees are sufficiently gender-balanced as this is a clear rule established in the Recruitment Policy (strong recommendation of no less than one/third of one gender).</p> <p><i>Indicator: % of gender in committees</i></p>
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?			×	Yes substantially	<p>Our recruitment process includes a structured Candidate Assessment Template with weighted, predefined evaluation criteria (experience, competences, skills, qualifications, languages) and a scoring system that supports consistent, transparent, merit-based assessment. Together with the recruitment policy guidelines, this enables selection committees to judge merit effectively and choose the best candidate.</p> <p><i>Indicator: Guidelines</i></p>
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		×		Yes completely	<p>Depending on the selection processes, the notifications can be sent by different means, either through the online recruiting tool, or official email/letter by the Human Resources Department.</p> <p><i>Indicator: Track record of information sent</i></p>

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21. Do we provide adequate feedback to the interviewees?		x		Yes completely	<p>Shortlisted candidates to PhD and COFUND calls are always provided with feedback after the selection process. For the rest of positions feedback is provided upon demand.</p> <p><i>Indicator: Track record of feedback provided</i></p>
22. Do we have an appropriate complains mechanism in place?		x		Yes substantially	<p>We provide candidates with an official mechanism to submit suggestions or complaints through a dedicated form, which is included in all job advertisements. However, this mechanism is not yet formally integrated into the Recruitment Policy. To be included in the next revision of the policy in 2026.</p> <p><i>Indicator: Track record of complaints/suggestions received</i></p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				Yes completely	<p>The Human Resources Department and Selection Committees oversee the OTM policy every year using the OTM check-list tool and other methods, such as, benchmarking, analytics, brainstorming, after certain selection processes (Principal Investigators, PhDs calls, Postdocs call). General analysis is carried out once the year comes to an end.</p> <p><i>Indicator: OTM checklist and reports of the selection processes</i></p>