TEMPLATE 3 – OTM-R Checklist

Case number: 2025PL321307

Name Organisation under review: Sano – Centre for Computational Personalised Medicine International Research Foundation

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OTM-R Checklist

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.

OTM-R checklist for organisations					
	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* +/-Yes, *substantially* -/+ Yes, partially -- *No*	*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)?	x	x	x	++	Sano Recruitment Policy is available (only in English) on the website in HR Excellence section.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	Standard Operating Procedure – Recruitment has been introduced by the resolution of Sano Management Board on 6.06.2022 and is openly

					available to all employees. The updated version will be introduced by the end of Q2 2025.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	Diversity, Equity and Inclusion training (including avoiding unconscious biases in recruitment) was conducted in May 2023 and attended by 30 employees. All hiring managers are working in close collaboration with the Human Talent team of two experienced professionals from a recruitment background, who train the hiring managers individually.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	x	++	Since 2021, Sano uses an Applicant Tracking System Elevato which ensures compliance with GDPR
5. Do we have a quality control system for OTM-R in place?			x	-/+	Hiring managers and Recruitment Committee members have access to all CVs submitted to relevant roles. A wide variety of recruitment statistics are tracked by the ATS. Emails of both Human Talent team members are available on the Sano website. A quality control system will be introduced in the updated SOP – Recruitment by the end of Q2 2025.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	Less than 2% of applications in the Sano candidate database were submitted by internal candidates (which is natural, as all recruitment efforts of Sano were started in 2021).
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	++	Around 47-49% of applications in the Sano candidate database were submitted from outside Poland.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-	Sano positions itself as an equal opportunity employer and encourages to apply all researchers looking to conduct their work at Sano. Female candidates accounted for approximately 35% of applicants in the Sano candidate database, even though the computational medicine field remains a strongly male-dominant field. Sano plans to strengthen the employer branding efforts to reach candidates from underrepresented groups.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Working conditions for researchers are outlined in and described in all posted job advertisements and include salary, expected workload (per cent of FTE), length of contract and proposed benefits. In a survey conducted among researchers at Sano, working conditions were scored at 4,32/5.
10. Do we have means to monitor whether the most suitable researchers apply?	x		x	++	All applications are reviewed by Human Talent team members, hiring managers and members of Recruitment Committees. After interviews, the Candidates are assessed using an assessment sheet which refers to the requirements of advertised positions.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?		x		++	Internal templates are used for all advertised positions, and external templates are in use in relevant cases (in the case of specific grant-funded positions).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	All essential documents for application are submitted through the Applicant Tracking System which ensures compliance with GDPR.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++	All research positions at Sano are advertised on EURAXESS (with the exception of offers for stipends dedicated for BSc/MSc students).
14. Do we make use of other job advertising tools?	x	x		++	So far, Sano has used a number of advertising tools and job boards: Euraxess, FNP/NCN websites, social media, Researchgate, Academicpositions.com, LinkedIn, job fairs, career offices of local universities, other webistes like: FindAPhD, NoFluffJobs.
15. Do we keep the administrative burden to a minimum for the candidate?	x	x		++	A list of all essential documents for application is listed in every advertisement. For most positions, only resume and cover letter are required during the application phase.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?	x		x	-/+	The current version of SOP – Recruitment does not clarify rules on appointment or selection of Committees – relevant updates will be made in a planned update of SOP by the end of Q2 2025.
17. Do we have clear rules concerning the composition of selection committees?	**x**		x	-/+	The current version of SOP – Recruitment does not clarify rules on appointment or selection of Committees – relevant updates will be made in a planned update of SOP by the end of Q2 2025.
18. Are the committees sufficiently gender-balanced?	**x**		x	-/+	The current version of SOP – Recruitment does not clarify rules on appointment or selection of Committees – relevant updates will be made in a planned update of SOP by the end of Q2 2025. Whenever possible, Recruitment Committees have at least one female assessor.
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	x	x	++	Standardised assessment sheets are used for every research recruitment and are delivered by the Human Talent team to hiring managers and assessors for each recruitment.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?	x			+/-	All applicants receive information that Sano will contact only selected applicants to invite them for the first stage of the recruitment process. The adoption of a mechanism to automatically inform all applicants about the results of a competition is planned by the end of Q2 2025.
21. Do we provide adequate feedback to interviewees?	x	x	x	++	All interviewees are informed of the result of the competition, whether they were selected or not.
22. Do we have an appropriate complaints mechanism in place?	x			-/+	While no formal complaint phase is described in detail, contact details of the members of the Human Talent team are publicly available. The relevant procedure will be introduced in the updated SOP – Recruitment.
Overall assessment					

23. Do we have a system in place to assess whether OTM-R delivers on its objectives?			x	--	Sano employees assess the delivery and performance in OTM-R as a part of the survey of how the organisation adheres to the principles of the European Charter for Researchers. A relevant assessment system will be introduced as a part of the updated SOP – Recruitment.