

## The University of Rennes supports Open, Transparent and Merit-Based Recruitment (OTM-R)

The University of Rennes is fully engaged in the HRS4R process and has built its recruitment policy based on the guidelines of the “European Charter for Researchers” and the “Code of Conduct for the Recruitment of Researchers”. In order to guarantee excellence in our research, it is vital to have open, transparent and rigorous recruitment practices.

To achieve this, the University has established an action plan that aims to make careers in Research more attractive, in particular by improving its recruitment practices. This action plan takes account of the diversity of the employees concerned (both permanent and contract) and may encompass different realities and specific recruitment procedures, some of which governed by the Articles of Association or by decrees. The staff concerned are research professors and lecturers, research engineers, PhD students and researchers on contract as well as temporary teaching and research assistants (ATER). The University of Rennes uses two support documents for contract staff, which provide a frame of reference and recommendations for their recruitment and career development:

- The “Code of Conduct for the Recruitment and Career Development of Contract Researchers”
- The “Charter for Contract Staff”

While the recruitment of permanent research professors and lecturers is governed by national legislation, there is significant room for improvement in recruitment practices concerning contract staff. The University is committed to providing training on the recruitment of contract staff, with documented support for their recruitment to guarantee enhanced formalisation of the procedures involved.

This action is part of the University’s OTM-R strategy and applies mainly to research units. This training course will provide job offer and job description templates, legal elements and material on how to improve the best practices of recruiters.

Special attention will be paid to the dissemination of job offers at European and international level, especially via the EURAXESS platform.

This approach is totally in line with that of the University’s development of an Employer Brand to attract the best candidates for all professions and to retain top talent.

In addition, the University of Rennes is committed to improving its appraisal of compliance with the OTM-R principles by defining and monitoring the recruitment process.

The University’s OTM-R policy aims to implement the following recruitment process:

1. Needs analysis and job definition phase
2. Job offer publication phase
3. Application and selection phase
4. Recruitment finalisation phase

## 5. Recruitment process appraisal phase

### 1. Needs Analysis and Job Definition Phase

**This phase will be considered open, transparent and merit-based if:**

- All stakeholders share the following information when drafting the job description:
  - Description of the scientific project
  - Description of the mission and activities
  - Knowledge and skills required to carry out the mission
  - Working environment in the research unit, at the university, on site
  - Salary range
  - Duration of contract
  - Ideal start date
  - Budget from which the person will be recruited
  - Recruitment phases and schedule

### 2. Job Offer Publication Phase

**This phase will be considered open, transparent and merit-based if:**

- The job offers are drafted in French and English based on information provided during the needs analysis phase
- The job offers are drafted in a gender-neutral manner by eliminating gendered terminology and stereotypes
- The University's non-discrimination policy is explicitly mentioned in the job offers
- The recruitment schedule is clear and easy to access
- The job offers are published on all the relevant websites: institutional, specialised and in particular on the EURAXESS site.
- The candidates receive confirmation of receipt of their application (*acceptance/refusal of applications in particular*)

### 3. Application and Selection Phase

**This phase will be considered open, transparent and merit-based if:**

**For permanent research professors and lecturers:**

- The legislation in force governs the organisation and operation of the selection committees

**For permanent research engineers:**

- The legislation in force governs the organisation and operation of the selection boards for competition exams

**For contract staff:**

- A training tool/recruitment handbook is made available to recruiters
- An effort is made to digitise recruitment procedures and reduce administrative red tape for candidates

- Interviews with the candidates selected are held by at least two people including the direct supervisor of the person being recruited
- An assessment grid for applications is provided to recruiters

#### **4. Recruitment Finalisation Phase**

**This phase will be considered open, transparent and merit-based if:**

- All candidates are informed of the progress of their application, including if they are unsuccessful
- The candidate selected is informed of the terms and conditions as well as the regulations governing the employment of contract staff by the University
- Candidates can request further information as to why their application was unsuccessful

#### **5. Recruitment Process Appraisal Phase**

**This phase will be considered open, transparent and merit-based if:**

- The data are collected and assessed based on quality control indicators and the transparency of the process, where possible and in compliance with the legislation in force
- Feedback on this appraisal is provided to the University's governing bodies on an annual basis