

OTM-R Policy

An open, transparent and merit-based recruitment

UMONS' HRS4R certification since 2011 demonstrates its commitment and dedication to adhering to the OTM-R principles outlined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

OPEN

The search for profiles is open and respects the principle of non-discrimination. The recruitment procedure ensures fair treatment of applications regardless of gender, race or ethnic origin, social background, religion or beliefs, disability, age, sexual orientation, or political opinions of the candidates.

A wide dissemination (across multiple channels) ensures the recommendation for openness. The job offers published by the HR department specify that 'UMONS strives to be a diverse and inclusive community.

The job offers respect the principle of non-discrimination, and the recruitment procedure guarantees fair treatment of applications regardless of gender, presumed race or ethnic origin, social background, religion or beliefs, disability, age, sexual orientation, or political opinions of the candidates.

UMONS job offers include a statement allowing candidates to request reasonable accommodations during the selection process. In the future, unconscious bias and stereotype detection training will be offered, in collaboration with UNIA, to department heads, directors, or service managers (see action 34 of the HRS4R Action Plan).

TRANSPARENT

The procedure is intended to be transparent, meaning that it can be easily understood by both candidates and the institution. To this end, it is recommended to establish a tracking tool for the procedure (e.g., Excel spreadsheet...) and to inform all individuals who have expressed interest during the process (providing both positive and negative feedback).

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MERIT-BASED

The selection process takes into account and values the candidate's merits. The tests and procedures in place help the panels select the appropriate profile objectively, based on the candidate's current skills and past experiences.

OTM-R principles implementation policy

The HR department is committed to ensuring open, transparent, and merit-based recruitment and selection processes, in accordance with the standards of the HRS4R label, while considering the constraints of time and available resources.

To achieve this goal, several priority actions are and will be implemented :

1. Job posting :

- Publish job offers on recognized national and international platforms to maximize visibility.
- Structure the announcements with clear evaluation criteria and inclusive language to promote diversity.

2. Selection process :

- Formalize each step (pre-selection, interviews, evaluations) to ensure transparency and fairness.
- Establish balanced recruitment committees and train their members on unconscious biases.
- Provide systematic feedback to candidates to enhance their experience.

3. Digitalization and monitoring :

- Implement a centralized tool to manage applications, track timelines, and collect key metrics (recruitment duration, diversity, candidate satisfaction).

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4. Training and support :

- Train recruiters and managers on OTM-R principles and best practices in selection.
- Provide personalized support to managers to ensure the quality and fairness of recruitment processes.

5. Continuous improvement :

- In the short term, raise awareness among stakeholders, structure a recruitment guide, and identify priority tools.
- In the medium term, generalize best practices, expand job offer dissemination, and conduct regular audits to assess the effectiveness of processes.

This policy is based on a gradual approach, leveraging the strengths of the HR department (step-by-step structuring, positive feedback from users) to overcome existing constraints and ensure the pragmatic and effective implementation of the OTM-R principles.
