

# OTM-R Best Practices Guide Open, Transparent, and Merit-Based Recruitment

## Recruiting Based on OTM-R Principles

### Etape 1

#### JOB POSTING

#### Define the role and desired profile

Complete the EURAXESS form available on the HR intranet and send it to [candidatures@umons.ac.be](mailto:candidatures@umons.ac.be).

The HR department will ensure your job offer is posted on the EURAXESS website as well as on other platforms (UMONS website, Alumni network, etc.).

### Etape 2

#### ANALYSIS & SELECTION

#### Select the right candidate

Determine the composition of the selection panel with more than two members, ensuring gender balance and appointing a chairperson.

Establish in advance the criteria influencing the selection process (both for shortlisting applications and conducting interviews).

Organize your selection procedures (the HR department is available for assistance in organizing or suggesting tests, as well as for advice or techniques to use during interviews).

Evaluate each candidate based on the predefined criteria.

Choose the candidate whose profile best matches your expectations and needs.

The panels ensure the respect of integrity, inclusion, and diversity throughout the recruitment process.

### Etape 3

#### FOLLOW-UP & INFORMATION

#### Hire the selected candidate and inform the other candidates of your decision

Submit your engagement request through the online engagement form at least 3 weeks before the engagement date.

Keep the unsuccessful candidates informed ; template letters are also available upon request from the HR department.

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## Useful information

### The Human Resources Department: Your Everyday Partner

The Human Resources Department is committed to supporting you in several areas :

- **A source of information** : access all useful resources via our intranet : [Direction des Ressources Humaines - Accueil](#)
- **An advisory rôle** : contact us at [carriere@umons.ac.be](mailto:carriere@umons.ac.be) for any questions or advice you may need.
- **A support in your recruitment processes** : benefit from assistance at every stage of your recruitment processes by writing to us at [candidatures@umons.ac.be](mailto:candidatures@umons.ac.be)

### Useful Resources

Below is a selection of useful links to assist you in recruiting and hiring your future employees :

- Our guides for hiring and onboarding : [Engager du personnel au sein de l'UMONS](#)
- Our salary scales : [Échelles barémiques](#)
- The page dedicated to **Gender and diversity policy at UMONS** : <https://web.umons.ac.be/fr/universite/universite-responsable/genre-et-diversite/>
- And soon **an e-book and e-learning** ! These will aim to assist you in the (e-)recruitment of your next collaborator by following the provisions of the European Charter for Researchers, the Code of Conduct, and the OTM-R principles: an open, transparent, and merit-based recruitment process.