

HR Excellence in Research approach

The Open, Transparent and Merit-based Recruitment approach (OTM-R)

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| Purpose | <p>Self-assessment of the situation as of May 2022: findings, work to be carried out and traceability documents.</p> <p>Topics covered:</p> <ul style="list-style-type: none"> - the candidate assessment process - the appointment phase - miscellaneous items <p>Document compiled in preparation of the audit by the European Commission.</p> |
| Important changes since the version of 1 May 2018 | <ul style="list-style-type: none"> • Generalisation of videoconference calling for competition exams • Plans to offer training to ALL selection committee members from 2023 onwards, in particular on gauging implicit bias in the context of preventing and fighting discrimination. |

1 - SUMMARY

| Strengths | Opportunities for improvement |
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| Regulations that allow for positive answers to questions concerning the composition of selection committees. | To be continued: the training of selection committee members, particularly on issues related to the prevention of and fight against stereotyping and implicit bias. |
| Documentation (guides) in English and French for selection committee members and candidates prior to the exams. | Increase the number of videos presenting open competition job offers. |
| The addition of videos produced by the recruitment teams to certain open competition job offers with a presentation of the working environment, research subjects and the professional benefits of working at INRAE. | |
| Choice of on-line or paper registration for the competitions | |
| The use of videoconference calling for candidate interviews, particularly for candidates residing abroad and in the French overseas departments and territories. | |
| Suitable formats for selection committee training: hybrid, asynchronous, etc. | |
| A guide to international hosting, in the form of a website, to facilitate the arrival and stay of foreign scientists at the Institute. | |

2 – DETAILED PRESENTATION

| Evaluation item in the OTM-R reference grid | Situation – H1 2022 | Planned action and timetable | Regulatory framework and traceability documents available or to be prepared | Comments |
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| 4 - Do we make sufficient use of e-recruitment tools? | <p>The dematerialisation of external and internal competitions for the recruitment of engineers and technicians (from on-line registration to the dissemination of results) has been completed.</p> <p>Dematerialisation continues for other human resources processes (i.e., mobility).</p> <p>In compliance with current regulations, video conference calling is offered at the interview stage, particularly for candidates residing abroad (and in the French overseas departments and territories), subject to strict prerequisites (such as a secure, stable internet connection).</p> <p>A guide to international hosting is available, in the form of a website, to facilitate the arrival and stay of foreign scientists.</p> | | <p>Decree No. 83-1260 of 30 December 1983, Art. 236-1 on the conduct of the competition phases</p> <p>Order of 26 June 2002 concerning the organisation of competitions for the recruitment of engineers and technical research staff at the National Research Institute for Agriculture, Food and the Environment</p> <p>User guides for the IT platform used for dematerialisation</p> <p>On-line registration guides for candidates</p> | <p>Dematerialisation facilitates the recruitment process at all stages of the competition for all stakeholders: candidates, selection committee members and administrative personnel.</p> |
| 12 - Do we include in the job advertisement references/links to all the elements | <p>Each job open to recruitment is the subject of a profile sheet accessible to candidates on the INRAE jobs website. This sheet provides information on the job title, the working environment, the tasks involved,</p> | | | <p>The profile sheets are available in French only.</p> |

The OTM-R approach – Recruitment of engineers and technicians (situation on 1 May 2022)

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| foreseen in Chapter 4.4.1 of the toolkit? | <p>the regulatory educational requirements, and the recommended training, skills and professional experience.</p> <p>Contact information to enquire about the job and about quality of work life at INRAE is also provided.</p> <p>Information on the opening and closing dates of the recruitment campaign, the number of positions offered, the geographical location of the position(s), etc. is available on the INRAE jobs website.</p> <p>The Guide for applicants provides details on the competition process and assessment criteria.</p> | | | |
| 15 - Do we keep the administrative burden to a minimum for the candidate? | <p>Candidates need only provide a copy of their degree or diploma.</p> <p>Otherwise, if they do not hold one of the required degrees or diplomas, they must submit a request for equivalence. This request is reviewed by an interministerial commission.</p> <p>Documents written in a language other than French or English must be translated into French by a sworn translator.</p> | | <p>The list of qualifications required for access to various entities is specified in the Guide for applicants.</p> <p>A new version of this guide has been drafted which provides more detailed information about equivalence requirements.</p> | <p>The guide for applicants is available in French only.</p> |
| 16 - Do we have clear rules | <p>The rules for the appointment of members of the selection committee and</p> | | <p>Rules governing the selection of committee members as well as</p> | |

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| governing the appointment of selection committees? | chairpersons are specified in current competition regulations. | | necessary competencies and commitments are set out in the Guide for selection committee members, which is updated annually. Training sessions recalling these rules are provided each year for committee chairpersons. | |
| 17 – Do we have clear rules concerning the composition of selection committees? | <p>Committee chairpersons compose their committee based on regulations which provide for a gender balanced, minimum number of members, all of whom hold the minimum qualifications required for the job position or more, and the participation of persons outside INRAE.</p> <p>Selection committee chairpersons mobilise staff who hold the specific qualifications required of candidates.</p> <p>In order to ensure fair treatment of candidates, a person with an established bias in favour of or against a candidate — family or professional connections, for example— may not sit on a selection committee.</p> | | <p>The rules for the appointment of members of the selection committee and chairpersons are specified in competition regulations.</p> <p>Decree No. 84-1207 of 28 December 1984 on the special status of INRAE staff.</p> | |
| 18 - Are selection committees sufficiently gender balanced? | <p>A minimum ratio to be respected in the nomination and appointment of men and women with the necessary qualifications is set at 40%.</p> <p>This ratio is always respected.</p> | | <p>Article 55 of Law No. 2012-347 of 12 March 2012.</p> <p>Decree No.2013-908 of 10 October 2013 on the procedures for</p> | |

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| | | | appointing members of selection committees. | |
| 19 – Do we have clear guidelines for selection committees which help judge “merit” in a way that leads to the best candidate being selected? | Training is organised for each annual external competition campaign for selection committee members (and chairpersons). These courses provide a reminder for participants about the principles governing the competitions and selection committee obligations and preparation for the assessment of candidate interviews using an assessment grid developed by the selection committees. | | Circular of 24 June 2015 on the professionalisation of selection committees for French civil service recruitment. | Adaptation of training courses: hybrid, asynchronous format, etc. |
| 20 – Do we inform all applicants at the end of the selection process? | <p>The results of each phase of the competition are published on the INRAE Jobs website.</p> <p>In addition, candidates are informed by e-mail at each stage of the competition, regardless of the result.</p> | | Article 20 of the Law of 11 January 1984. “Each competition results in the establishment of a list ranking in order of merit the candidates declared eligible by the selection committee.” The list of candidates declared eligible and the list of those declared admitted are published on the INRAE Jobs website. | Personal letters informing candidates of results are always written in French, as these are official documents sent by a French public authority. |
| 21 – Do we provide adequate feedback to candidates? | Candidates do not receive written assessments of exams from the selection committees. However, at the end of the final phase of the competition, applicants can contact the chair of the committee to | | | |

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| | obtain information about their assessment. | | | |
| 22 – Do we have an appropriate complaints mechanism in place? | In the event of litigation, the candidate must submit an appeal in accordance with the regulatory framework for administrative litigation. | | | |