



2023

# HRS4R CERTIFICATION OTM- R CHARTER

# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT BASED ON MERIT

# TRANSPARENT AND BASED

An open, transparent and demanding recruitment process for all staff, particularly researchers, is essential to guarantee excellence in research and the future of the university. Le Mans Université has developed a recruitment policy based on the principles of the European Charter for Researchers, in order to make the careers of male and female researchers more attractive, to encourage their mobility and to ensure equal opportunities for all.

As part of its HRS4R accreditation, Le Mans Université has assessed its recruitment practices for staff, including researchers, and has developed a specific action plan to improve its recruitment policy. In order to ensure better formalisation in the recruitment of contract staff, as well as better dissemination of offers on a European scale, Le Mans Université is committed to formalising a Recruitment Guide, which will provide model job descriptions, legal elements and good practices for recruiters. In addition, all of the university's vacancies will be posted on the Euraxess platform to improve accessibility.

Le Mans Université is also committed to continuously improving its recruitment process in accordance with the OTM-R principles, in particular through the development of its recruitment tool. This recruitment policy is a response to the University's need to guarantee the future of research and the excellence of its staff.



# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT BASED ON MERIT

# TRANSPARENT AND BASED

The recruitment process for all research and research support staff, from the recruitment phase to the appointment phase, is regulated by national texts and the institution's commitments. Le Mans Université offers a variety of posts for teacher-researchers and researchers, both tenured and non-tenured. As part of its OTM-R policy, the university aims to apply high standards at every stage of the recruitment of researchers. To achieve these objectives, the university plans to distribute a comprehensive Recruitment Guide, which is one of the priority actions in its action plan.

The stages in the recruitment process are as follows:

- 1. Job profile definition phase**
- 2. Publicity and information phase**
- 3. Selection and recruitment phase**
- 4. Appointment phase**
- 5. Assessment phase of the recruitment process**



# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT                      TRANSPARENT AND BASED ON MERIT                      BASED

## 1. JOB PROFILE DEFINITION PHASE

The phase can be considered OPEN, TRANSPARENT, BASED ON MERIT when:

The group responsible for defining the profiles is made up of several stakeholders and experts. For the positions covered by the Charter, great importance is attached to the drafting of the profile, particularly with regard to the job title and key words, which are written in English. The skills required for each position are clearly defined in the job description.



# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT                      TRANSPARENT AND BASED ON MERIT                      BASED

## 2. PUBLICITY AND INFORMATION PHASE

The phase can be considered OPEN, TRANSPARENT, BASED ON MERIT when:

- Efforts are being made to dematerialise recruitment procedures and reduce the administrative burden.
- Jobs are advertised on all the necessary sites, including ministerial and specialist sites, as well as EURAXESS.
- The offers are written in French and English for research support functions and contain precise information on the tasks, working conditions, recruitment process and the University's commitments in terms of non-discrimination.
- The timetable for the recruitment process is clear and easily accessible, and candidates receive an acknowledgement of receipt of their application and are informed of any missing documents and/or key stages in the process, including acceptance or rejection of applications.



# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT                      TRANSPARENT AND BASED ON MERIT                      BASED

## 3. SELECTION AND RECRUITMENT PHASE

*As a reminder, documentary resources are available to selection committee members. The phase can be considered OPEN, TRANSPARENT, BASED ON MERIT when :*

- The selection committee or recruitment panel responsible for recruitment shall have a gender-balanced composition and include independent expert members. The composition of the committee is made public on the school's website before work begins.
- The rules of impartiality must be respected. The chairmen of selection committees or recruitment panels are informed of the OTM-R policy and must ensure that it is implemented during recruitment.



# THE UNIVERSITY'S AMBITIONS FOR A OPEN RECRUITMENT BASED ON MERIT

# TRANSPARENT AND BASED

## 4. APPOINTMENT PHASE

The phase can be considered OPEN, TRANSPARENT, BASED ON MERIT when:

- The rules governing communication with candidates whose applications have been assessed by a selection committee are strictly observed.
- All applicants are kept informed of the progress of their application, even if it is rejected.
- Candidates may ask for further explanations of the reasons for refusal of their application.
- All candidates selected for the position have the opportunity to be assisted in their administrative procedures.



HR EXCELLENCE IN RESEARCH



# THE UNIVERSITY'S AMBITIONS FOR OPEN, TRANSPARENT AND MERIT-BASED RECRUITMENT

## 5. ASSESSMENT PHASE OF THE RECRUITMENT PROCESS

The phase can be considered OPEN, TRANSPARENT, MERIT-BASED when:

- An effort is being made to collect data for study and audit purposes, wherever possible and in compliance with the regulations in force. Indicators will be put in place to monitor the quality and transparency of the process.



HR EXCELLENCE IN RESEARCH

