



## OTM-R Checklist

Case number: 2020ES540850

Name Organisation under review: **Repsol**

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DATE ENDORSEMENT CHARTER AND CODE: 17/07/2020

SUBMISSION DATE TO THE EUROPEAN COMMISSION: 05/10/2021

### Open, Transparent and Merit-Based Recruitment (OTM-R Checklist)

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement, also detail on the indicators and the form of measurement used.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes <i>completely</i>	See: <a href="https://www.repsol.com/en/energy-and-innovation/index.cshtml">https://www.repsol.com/en/energy-and-innovation/index.cshtml</a> Indicator: Current website evolution.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>++Yes completely</i>	Yes, linked to Human Resources Procedures and practices. See GAP Analysis (Charter and Code Checklist) related to selection process executed by People & organization area (Human resources). Indicator: In the future the yearly HR quality auditing system report related to the selection of scientists.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>+/- Yes substantially</i>	Yes, substantially. See GAP Analysis (Charter and Code Checklist) related to selection process executed by People & organization area (Human resources). As an improvement action, an alignment and assessment session will be defined for technical evaluators of the selection process. Indicator: Yearly HR quality auditing system related to the selection of scientists.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>++Yes completely</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process and the quality control system. Indicator: Scientific/researcher demand coverage by e-recruitment tools. (yearly HR quality auditing system report).
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-/+ Yes partially</i>	Yes, linked to P&O, HHRR, and area strategical objectives. As a corporate policy, we carry out internal and external audits of our selection processes to assure they comply with the policies, norms, and procedures. Indicator: yearly HR quality auditing system report related to the selection of scientists.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>++Yes completely</i>	Yes, Repsol publicly advertes the profiles and functions in the corporate website to attract talent. See: <a href="https://www.repsol.com/en/careers/index.cshtml">https://www.repsol.com/en/careers/index.cshtml</a> Indicator: Current website evolution.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>++Yes completely</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: In the future yearly HR quality auditing system report related to the selection of scientists.

8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ <i>Yes completely</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process in relationship with the integration of underrepresented groups aligned with Repsol's values of no discrimination. Indicator: yearly HR quality auditing system report related to the selection of scientists.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ <i>Yes completely</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: HR quality benchmarking system report related to the selection of scientists and internal culture surveys.
10. Do we have means to monitor whether the most suitable researchers apply?				+/- <i>Yes substantially</i>	Yes. Indicator: yearly HR quality benchmarking system report related to the selection of scientists and internal culture surveys.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ <i>Yes completely</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process and the job profile. See job profiles offered in: <a href="https://repsol.wd3.myworkdayjobs.com/en/Repsol">https://repsol.wd3.myworkdayjobs.com/en/Repsol</a> Indicator: yearly HR quality auditing system report (linked to the evolution of guidelines/ templates).
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ <i>Yes completely</i>	Yes, See job profiles offered in <a href="https://repsol.wd3.myworkdayjobs.com/en/Repsol">https://repsol.wd3.myworkdayjobs.com/en/Repsol</a> Indicator: yearly HR quality auditing system report related to the selection of scientists.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- <i>No</i>	Not yet, as a part of our certification process is to include the research vacancies in EURAXESS database. Indicator: To be included in the HR procedure for selection. Afterward in the yearly HR quality auditing system report.
14. Do we make use of other job advertising tools?	x	x		+/- <i>Yes substantially</i>	Yes, we use several job advertising tools in addition to the corporate websites, social networks (Linkedin, infojobs, and specialized websites). See GAP Analysis (Charter and Code Checklist) related to the selection process.

					Indicator: yearly HR quality auditing system report related to the selection of scientists.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Yes, the information to be informed by the candidate is defined to minimize the administrative burden. Indicator: The information to be considered in the selection process is added in only one step. In the future yearly HR quality auditing system report. See: <a href="https://repsol.wd3.myworkdayjobs.com/en/Repsol/introduceYourself">https://repsol.wd3.myworkdayjobs.com/en/Repsol/introduceYourself</a>
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: In the future yearly HR quality auditing system related to the selection of scientists.
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: In the future yearly HR quality auditing system related to the selection of scientists.
18. Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: In the future yearly HR quality auditing system related to the selection of scientists.
19. Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?			x	+/- Yes substantially	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: In the future yearly HR quality auditing system related to the selection of scientists.
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		++Yes completely	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: Yearly HR quality auditing system related to the selection of scientists.
21. Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: Yearly HR quality auditing system related to the selection of scientists.

					Indicator: Yearly HR quality auditing system related to the selection of scientists.
22. Do we have an appropriate complaints mechanism in place?		x		-/+ <i>Yes partially</i>	Yes, see GAP Analysis (Charter and Code Checklist) related to the selection process. Indicator: Yearly HR quality auditing system related to the selection of scientists. Indicator: In the future to be included in the yearly HR quality auditing system related to the selection of scientists.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ <i>Yes partially</i>	Yes, linked to our HR quality system. Indicator: In the future to be included in the yearly HR quality auditing system related to the selection of scientists.