The GENERA PAM Tool

PAM

Task – Find measures to improve on Gender equality in your institution

T1 – Address gender imbalances in decision making processes

T2 – Establish a gender fair selection process

T3 – Gender-fair and transparent selection procedures

Where do you want to become active?

Gender-fair and transparent selection procedures

Potential activities	**Examples for measures**	**Indicators related to the activity**	**Indicators related to the target = Indicators to measure changes**
Reflection on selection procedures	• Meetings to reflect on selection procedures	• Reports/notes from reflection meetings (yes/no)	• The vacancy announcement includes the job profile, skills and competencies required, and eligibility criteria • A minimum time period between vacancy publication and deadline for application is defined • Information on the selection process is available for the candidates • Applicants have the right to receive feedback on the results of the selection • Selection panels are set up • The selection panels include national and international external members • Gender sensitive appointment procedures are in place • Existence of training programs in open, transparent and merit-based recruitment of researchers for everyone involved in the process • Staff trained in open, transparent and merit-based recruitment of researchers • Complaints of candidates
Having transparent rules and procedures	• Rules and procedures are formalized in a written form and communicated	• Rules and procedures are formalized in a written form and communicated (yes/no)	
Regular reporting of selection committees / commissions	• Reporting duty formally in place	• Reporting duty formally in place (yes/no)	
Policies of outside hiring		• Policies of outside hiring (yes/no)	
Monitoring of hiring processes	• Monitoring the gender distribution at all stages in the recruitment process	• Monitoring in place (yes/no) • Yearly reports available (yes/no)	

Positive action / target numbers

Potential activities	Examples for measures	Indicators related to the activity	Indicators related to the target = Indicators to measure changes
Target numbers for female candidates	• Set a minimum quota for female candidates	• Target numbers / proportions for female candidates are set (yes/no) • % of female candidates	• The vacancy announcement includes the job profile, skills and competencies required, and eligibility criteria • A minimum time period between vacancy publication and deadline for application is defined • Information on the selection process is available for the candidates • Applicants have the right to receive feedback on the results of the selection • Selection panels are set up • The selection panels include national and international external members • Gender sensitive appointment procedures are in place • Existence of training programs in open, transparent and merit-based recruitment of researchers for everyone involved in the process • Staff trained in open, transparent and merit-based recruitment of researchers • Complaints of candidates
Preferring women in case of equal qualification (= Positive action)	• Policy to prefer women in case of equal qualification	• Policy in place (yes/no)	



Please click on the activities associated with your task and study the suggested measures and indicators.

From:
https://www.genera-network.eu/ - **Gender Equality Network in Physics in the European Research Area**

Permanent link:
https://www.genera-network.eu/pam:m_target2_2_3

Last update: **2019/10/17 07:34**