

The GENERA PAM Tool



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	<ul style="list-style-type: none"> • Meetings to reflect on selection procedures 	<ul style="list-style-type: none"> • Reports/notes from reflection meetings (yes/no) 	<ul style="list-style-type: none"> • 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
Having transparent rules and procedures	<ul style="list-style-type: none"> • Rules and procedures are formalized in a written form and communicated 	<ul style="list-style-type: none"> • Rules and procedures are formalized in a written form and communicated (yes/no) 	<ul style="list-style-type: none"> • Information on the selection process is available for the candidates • Applicants have the right to receive feedback on the results of the selection
Regular reporting of selection committees / commissions	<ul style="list-style-type: none"> • Reporting duty formally in place 	<ul style="list-style-type: none"> • Reporting duty formally in place (yes/no) 	<ul style="list-style-type: none"> • Selection panels are set up • The selection panels include national and international external members
Policies of outside hiring		<ul style="list-style-type: none"> • Policies of outside hiring (yes/no) 	<ul style="list-style-type: none"> • 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
Monitoring of hiring processes	<ul style="list-style-type: none"> • Monitoring the gender distribution at all stages in the recruitment process 	<ul style="list-style-type: none"> • Monitoring in place (yes/no) • Yearly reports available (yes/no) 	<ul style="list-style-type: none"> • Staff trained in open, transparent and merit-based recruitment of researchers • Complaints of candidates

[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	<ul style="list-style-type: none"> • Set a minimum quota for female candidates 	<ul style="list-style-type: none"> • Target numbers / proportions for female candidates are set (yes/no) • % of female candidates 	<ul style="list-style-type: none"> • 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
Preferring women in case of equal qualification (= Positive action)	<ul style="list-style-type: none"> • Policy to prefer women in case of equal qualification 	<ul style="list-style-type: none"> • Policy in place (yes/no) 	<ul style="list-style-type: none"> • 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



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

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