

OTM-R Checklist

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Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

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.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	OTM-R policy does not exist yet; it will be prepared and published on the UWB website. Indicator: web link
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	No internal guide has been implemented so far. In the future, most of the functions of the internal guide will be held by the amended Code of Conduct for Recruitment. Indicator: Amended Code of Conduct for Recruitment
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Currently, knowledge and ability is assumed based on experience. A training programme will be created. Indicator: Existence of training programmes for OTM-R
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Apart from publishing on the UWB website and possibly EURAXESS, e-recruitment tools are not currently used. Indicator: Web based e-recruitment tool (EURAXESS), will be currently used
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Recruitment and selection are parts of the process procedure; they are subject to general archiving procedures. Recruitment and selection are one of the areas evaluated within Internal Quality Assessment; however, continuous Quality Assessment procedures focusing on OTM-R are not applied. Indicator: Quality control system for OTM-R is directly included in the ongoing quality assessment

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Vacancies are published; however, no special support is implemented above the practice. Indicator: Trend in the share of applicants from outside the organization – metric will be implemented
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Recruitment of foreign experts within internationalisation is supported; however, no OTM-R policy is currently implemented. Indicator: Trend in the share of applicants from abroad – metric will be implemented
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	Equal Opportunities policy is implemented; however, no OTM-R policy to attract under-represented groups currently exists. Indicator: Trend in the share of applicants among under-represented groups (specifically women) – metric will be implemented.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	UWB offers to researchers conditions that are comparable to similar institutions in the Czech Republic. The salaries are lower in comparison to positions in the private sector or traditional EU countries. Indicator: Trend in the share of applicants from outside the organization – metric will be implemented.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	No direct monitoring exists.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	No universal template exists at UWB, each part has its traditional procedures – this will be addressed as part of the amended recruitment procedure. Indicator: Written guidelines
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	The published vacancies only contain brief information. Most components mentioned in the toolkit are missing – this will be addressed as part of the amended recruitment procedure.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Only a small percentage of vacancies are published on EURAXESS. Indicators: - The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	All vacancies are published on the UWB and FAV websites.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	The requested documents are those strictly necessary to assess the candidates. The lack of electronic tools makes difficult the reduction of the administrative burden for the selected candidates.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The basic rules are described in the Code of Conduct for Recruitment.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	The current version of Code of Conduct for Recruitment provides only a general specification on the composition of the selection committees; this will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Statistics on the composition of panels – will be implemented
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The current version of Code of Conduct for Recruitment provides only a general specification on the composition of the selection committees, gender balance is not governed; this will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Statistics on the composition of panels – will be implemented
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 partially	Code of Conduct for Recruitment of academic staff at UWB contains only a general description of the applicant assessment procedure. This will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Written guidelines
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		+/- Yes substantially	As a rule, all applicants are notified about the result. However, the Code of Conduct for Recruitment of academic staff at UWB does not include the obligation to notify unsuccessful applicants. This will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Written guidelines
Do we provide adequate feedback to interviewees?		x		-- No	Applicants are usually notified on the result of the recruitment process in the form of "selected" / "not selected". Feedback in further detail is not usually offered. This will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Written guidelines
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	The Code of Conduct for Recruitment of academic staff at UWB does not include the method of addressing objections. Unsuccessful applicants may only use general mechanisms. This will be addressed in the amendment to the Code of Conduct for Recruitment. Indicator: Written guidelines and Statistics on complaints
Overall assessment					

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-/+ Yes partially

The recruitment and selection procedure is evaluated as part of the Comprehensive Internal Quality Assessment; no system for continuous assessment on the OTM-R performing on targets does not exist. In the future, this will be addressed in the form of a procedure approach and process efficiency indicators.