

OTM-R Checklist

Project: HR Excellence in Research of University of Pardubice

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MINISTERSTVO ŠKOLSTVÍ,
MLÁDEŽE A TĚLOVÝCHOVY

OTM-R checklist for organisations					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- 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, substantially	<p>The University has subscribed to the principles of OTM-R policy. The basic rules for the Academic and Research Staff (ARS) recruitment are set in the Selection Procedure Rules (SP Rules) and published on the University website.</p> <p>[https://www.upce.cz/rad-vyberoveho-rizeni]</p> <p>[https://www.upce.cz/en/rules-of-selection-procedure]</p> <p>Some elements of OTM-R will be incorporated more consistently into the 2021+ Strategic Development Plan and the Rules of Selection Procedure and subsequently published.</p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-Yes, substantially	<p>The basic rules of recruitment are set out in the Rules of Selection Procedure, but only for academic staff, not explicitly for researchers.</p> <p>The University plans to create procedures in accordance with the Rules of Selection Procedures for academic staff positions by analogy for the recruitment of new staff for scientific positions.</p>

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	<p>Managers involved in recruitment (deans, secretaries, heads of departments, scientific teams, etc.) are familiar with the basic OTM-R principles.</p> <p>Information on the OTM-R policy and other recruitment procedures will be included in the system of adaptation process of members of the academic and research staff who are newly taking on managing positions and participating in selection procedures and recruitment.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes, partially	<p>Online tools are used in the case of communication with foreign applicants.</p> <p>The possibilities and procedures of e-recruitment will be included and specified in the revision of the Rules of Selection Procedure</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes, partially	<p>The control mechanism follows from the Rules of Selection Procedure and other internal University standards. Records of selection procedures are made and kept. One of the tasks of the Personnel and Payroll Department's officers participating in selection procedures is to monitor compliance with the OTM-R policy during recruitment.</p> <p>Adherence to the OTM-R policy, which ensures transparency towards all candidates, will be included in the plan of regular inspections by the Internal Audit and Complaints Department, as required.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes, partially	<p>The current method of publishing vacancies and recruiting of academic and research staff on the University website, with the possible use of external portals (exceptionally also Euraxess), is not sufficient.</p>

					Additional options for advertising on other relevant portals approaching qualified faculty staff will be selected.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-/+ Yes, partially</i>	<p>The current method of publishing vacancies and recruiting of academic and research staff on the University website, with the possible use of external portals (exceptionally also Euraxess), is not sufficient.</p> <p>Advertising of faculty staff recruitment will be extended to the Euraxess portal.</p> <p>Additional options for advertising on other relevant portals addressing qualified academic and research staff, especially foreign scientists and researchers, will be identified.</p> <p>Job offers on the University website will be published in both Czech and English languages.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>+/-Yes, substantially</i>	<p>Candidates are not assessed on the basis of gender, age, ethnicity. When evaluating the suitability of a candidate, the appropriate care is taken to assess his/her qualifications, qualities, experience, knowledge, mobility, results of creative work, etc.</p> <p>At the same time, according to the specific conditions of the given position, the balance of e.g. gender or foreign experience/origin is monitored.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>+/-Yes, substantially</i>	<p>The University offers its employees very attractive job offers, as confirmed by a questionnaire survey.</p> <p>The University caters to employees regardless of gender, orientation, race, religion or age.</p> <p>Whenever possible, the University always takes</p>

					care of maintaining work-life balance with its employees.
10. Do we have means to monitor whether the most suitable researchers apply?				<i>-/+ Yes, partially</i>	Recruitment does not take place centrally at the University level. Each faculty evaluates selection procedures independently.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	x	x		<i>-/+ Yes, partially</i>	The University does not have a uniform method of publishing vacancies. When updating the Rules of Selection Procedure, the basic requirements for the procedures for advertising and publishing vacancies will also be specified. In connection with this, the faculties will be offered a template for advertising with the recommended content of information to be published.
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, partially</i>	Not all job offers contain recommended elements from the e-toolkit. The basic procedures will be unified by university-wide recommendations for implementation at the faculties, which are responsible for advertising selection procedures for the recruitment of academic and research staff. The HR and Personnel and Payroll departments will prepare and provide recruitment advertising templates containing basic requirements. Similar procedures will be used analogously in the recruitment of technical and administration staff.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>-/+ Yes, partially</i>	The University uses the Euraxess portal to publish job offers only exceptionally. The University will expand the advertising of faculty staff recruitment to the Euraxess portal and will identify the possibilities of advertising vacant positions on other relevant portals approaching

					qualified academic and research staff, especially foreign researchers and scientists.
14. Do we make use of other job advertising tools?	x	x		-/+ Yes, partially	All vacancies are published on the University website in the vacancies section and on the official notice boards of the faculties. Alternatively, some job portals are used. The Rules of Selection Procedure will specify the obligation and method of publication, including the placing of the advertisement in Czech and English languages.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	During the entire selection procedure, we reduce the administrative burden for candidates only to the prescribed, legislatively necessary documentation for the commencement of employment and in accordance with the GDPR.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-Yes, substantially	The basic principles of recruitment and appointment of selection committees are based on the Rules of Selection Procedure. When updating them, the provisions concerning the appointment of selection committees will be specified.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-Yes, substantially	The general definition of the rules is contained in the Rules of Selection Procedure. When setting up a committee, the dean pays attention to the balance of gender, age structure and professional competence of their members, wherever possible. When updating the Rules of Selection Procedure, the provisions concerning the appointment of selection committees will be specified.
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	The Rules of Selection Procedure do not explicitly mention gender or age diversity of members of selection committees. When setting up a

					<p>committee, the dean takes into account primarily the expertise and competencies, however, he/she pays attention to the composition of the selection committees with regard to the balance of gender distribution, age structure and other qualifications of their members.</p> <p>These procedures are based, among other things, on the provisions of the basic University Code of Ethics and the Code applicable to all R&D&I (Research, Development and Innovation) activities. When updating the Rules of Selection Procedure, provisions concerning the appointment of selection committees in this area will be also specified.</p>
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	The Rules of Selection Procedure describe the procedures for announcing the selection procedure, setting the requirements for the qualification of candidates, which are then assessed by a duly established, qualified selection committee.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes, completely	All candidates are informed about the course of the selection process. The communication channel to the candidates is always adapted to the candidate (internal/external).
21. Do we provide adequate feedback to interviewees?		x		++ Yes, completely	All candidates are provided with feedback on the outcome of the selection process. If a candidate who is invited to a personal meeting requests more detailed feedback, he or she will be provided it without hindrance.
22. Do we have an appropriate complaints mechanism in place?		x		+/-Yes, substantially	The University has a system of complaints set up in the University Employment Rules. In case of a complaint, employees can contact the trade union,

					<p>the manager - direct supervisor, HR manager, head of Personnel and Payroll Department, the dean of the faculty or the rector (e.g. in case of ethical issues), or through the internal audit and complaints department.</p> <p>External applicants can submit suggestions and complaints about the course of the selection procedure at their discretion.</p> <p>The University has well-established mechanisms for investigating such submissions in accordance with generally applicable law.</p> <p>A record is made of the selection procedure, which is filed and made available for possible inspectional investigation.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-Yes, substantially	<p>Fulfilment of the OTM-R policy is a basic prerequisite for the development of University's human resources in science and research, which conditions the development and quality of all creative activities at the University and its faculties.</p> <p>The basic goals of ensuring the development of high-quality R&D&I are set out in the University Strategic Development Plan, the fulfilment of which is regularly evaluated annually at the level of the University and faculties.</p> <p>The International Evaluation Panel also addressed the issue and evaluation of the development and provision of human resources in research (based on long-term exact data submitted) within the cyclical five-year evaluation of science and research at the University in 2020. The conclusions of this evaluation survey will be taken into account in the preparation of University strategic development</p>

					documents for the period 2021+. The fulfilment of these strategies will be examined in detail within the next five-year evaluation cycle of the University R&D&I activities.
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