

OTM-R Checklist

Case number: 2018CZ353848

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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)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	Only in Czech language [https://www.utb.cz/mdocs-posts/rad_vyberove_utb/]
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	[Date of latest update; ensure that it is sent to all staff]
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	- Existence of training programmes for OTM-R - Number of staff following training in OTM-R
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	Web-based tool for (all) the stages in the recruitment process
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	The quality control system for OTM-R will be created

	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	Postdoctoral applications: 2016 – 6; 2017 – 30; 2018 16 (up to now) Open positions are announced on the web pages of TBU and the portal www.jobs.cz (only in Czech)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	Trend in the share of applicants from abroad
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The TBU was given the award of "Fair Employer of the Zlín's region" TBU offers benefits – university kindergarten, possibility of part-time job contracts.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	A total of 44 candidates (2015-2018) for the following positions: senior, junior researchers, director, holder of a doctorate, R&D operative.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	References, databases.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	TBU is the regional contact point for the EURAXESS project, which focuses on the mobility of researchers and students of doctoral and post-doctoral study programmes.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	Template for job position will be created (Action Plan, Action 5/12a).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	- 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 completely	www.jobs.cz, webpages of TBU in Zlín
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	- Template for job position will be created (Action Plan, Action 5/12a). - Development of an e-recruitment tool.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Statistics on the composition of panels.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	https://www.utb.cz/mdocs-posts/rad_vyberove_utb/

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	Female committee members ratio: 31%, 25% members.
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	https://www.utb.cz/mdocs-posts/rad_vyberove_utb/
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	https://www.utb.cz/mdocs-posts/rad_vyberove_utb/
Do we provide adequate feedback to interviewees?		x		++ Yes completely	https://www.utb.cz/mdocs-posts/rad_vyberove_utb/
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Statistics on complaints – no complains yet.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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Overall assessment					
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Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	System to assess whether OTM-R delivers on its objectives will be created.