OTM – R POLICY CZECH UNIVERSITY OF LIFE SCIENCES IN PRAGUE

SOURCE: RULES OF THE SELECTION PROCESS AVAILABLE ON THE CZU WEBSITE:

https://www.czu.cz/dl/89666?lang=en

Open, Transparent, and Merit-based Recruitment Checklist: OTM-R

- Specific checklist for self-assessment to assess Open, Transparent and Merit-Based Awards (OTM-R). The current state, details of indicators and method of measurement are given.

- The "Open", "Transparent" and "Merit-based" check boxes indicate the type of policies and procedures to which the issues apply, as detailed in the Codex and the Charter for Researchers. They are preset in the E-HRS4R and cannot be changed.

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
Have we published a version of our OTM-R policy on-line (in the national language and in English)?	x	x	x	-/+ Yes, partially	We have no OTM-R policy. Certain OTM-R principles are defined by the CZU Statute: https://www.czu.cz/dl/89666?lang=en
Do we have an Internal Guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-Yes, substantially	We have published the Rules of the Selection Process in the Czech and English version. However, it does not fully meet the requirements of OTM-R. https://www.czu.cz/dl/50698?lang=en
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/- No	In the OTM-R area, the persons involved in the selection are not trained.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	We use Skype interviews, telephone conferences or other on-line methods of communication. The applicant can respond directly to the on-line job portal.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	At present, we have no tool, i.e. no control system in place. Our goal is to prepare a comprehensive OTM-R policy, the procedures of which will be transparent and CZU will

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
					therefore be a guarantee of a quality employer for job seekers.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	Positions are published on the CZU Website, both the Czech and English version, or at www.jobs.cz. In certain cases, we also publish positions on the public bulletin board of the Labour Office. The job seeker can react directly to the published job offer, or they can react without the offer. The profile of each candidate is evaluated. We publish relevant academic and scientific positions on EURAXESS, then on Research Gate, on the Czech Science and Research website (job opportunities area).
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes, partially	Although we do not have an OTM-R policy, jobs are posted on: EURAXESS, RESEARCH GATE At the same time, the job seeker can read information related to science and research on the CZU Website: https://www.czu.cz/en/r-7212-veda-a-vyzkum
Is our current OTM-R policy in line with policies to attract under-represented groups?	x	x	x	+/-Yes, substantially	We have no OTM-R policy, but we achieve gender diversity, age diversity. We never assess individuals based on their ethnic group, we always assess their quality, experience, knowledge, mobility, the results of their work.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes, completely	Despite the absence of OTM-R, we can offer SR workers sabbatical leave, mobility programmes, ERASMUS, flexible working hours. We also offer work in a multicultural environment, the possibility of part-time work or shortened work hours, home office. These

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
					incentives are forthcoming to all groups, regardless of gender, race or religion. We also enable SR workers to reconcile family and work life.
Have we got the means to monitor whether the most suitable researchers are applying for open positions?				-- No	We have no tool to assess whether suitable candidates have responded to the vacancy. This is a subjective assessment by the evaluators of profiles of candidates working in science and research at CZU.
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes, partially	Open positions are published primarily according to the information provided in the Rules of the Selection Process, i.e. on the CZU Website, in the job portal, Euraxess, Research Gate, etc. We do not have a uniform template for advertising, but it is possible to use the template in the job portal. Positions for SR workers in English are published on the English pages of the CZU Website.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-Yes, substantially	In the published offers, we refer to the protection of personal data according to the GDPR, the CZU Website, or the Faculty. The advertisement contains everything you need - the name of the position, the scope of work, qualification requirements, the date of commencement.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes, partially	Euraxess or another alternative, such as Research Gate, is currently used in part to publish an open position for an SR worker or to find a suitable candidate.

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
					The job portal www.jobs.cz is usually used to advertise non-academic positions.
Do we make use of other job advertising tools?	x	x		+/-Yes, substantially	We publish open positions on the notice boards of individual Faculties, on official notice boards.
					We can use the services of the employment office and their official boards, including websites, to have open positions advertised.
Do we keep the administrative burden to a minimum for the candidate?	x			+/-Yes, substantially	We reduce the administrative burden by minimising it, in order to give the candidate space for a personal presentation, presentation of the achieved results of creative work, etc.
Do we have clear rules governing the appointment of Selection Committees?		x	x	-/+ Yes, partially	There is a general definition of a Selection Committee in the Rules of Selection Process, i.e. for which positions it is necessary to appoint it. The Rules of the Selection Process will undergo comprehensive revision that will take into account all the conditions of the OTM-R.
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes, partially	There is a general definition of a Selection Committee in the Rules of Selection Process, i.e. for which positions it is necessary to appoint it. There is no mention of gender or age diversity, expertise or competencies of the members of the Selection Committee, nor a minimum number of members. The Rules of the Selection Process will undergo a comprehensive revision taking into account all the conditions of the OTM-R.

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	There is a general definition of a Selection Committee in the Rules of Selection Process, i.e. for which positions it is necessary to appoint it. There is no mention of gender diversity either. Despite the absence of this specification of the composition of Selection Committees, the staffing of the Committee is not gender-limited, i.e. no one is discriminated against either negatively or positively (this also applies to age and position). The members of the commission are selected on the basis of experience, expertise, knowledge.
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	There is a general definition of a Selection Committee in the Rules of Selection Process, i.e. for which positions it is necessary to appoint it. However, this Internal Regulation does not specify a closer assessment of the merits of the candidates.
Do we inform all applicants at the end of the Selection Process?		x		++ Yes, completely	We inform all those who responded to the published open position. We use various information tools, which depend on the communication channel selected at the beginning of the recruitment process.
Do we provide adequate feedback to interviewees?		x		++ Yes, completely	We generally provide feedback, detailed only on request.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes, partially	In the event of a complaint, employees may contact a Trade Union, the Head / Direct Superior, the Head of the Human Resources Management Department, the Head of the

OTM-R	Open	Transparent	Merit-based	Answer	Proposed indicators (or form of measurement)
					Department, the Dean of the Faculty or the Rector (e.g. in the case of ethical matters). Doctoral students can use the services of a Counselling Centre (see the principle of Access to Professional Counselling). CZU deals with the resolution of every complaint it receives. Complaints are handled in accordance with the principles of natural justice and the maintenance of a good working environment in the workplace.
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Due to the absence of OTM-R as a whole, insufficient specification of the Rules of Selection Process or other Internal Guidelines, we do not have any system in place to assess how well we are doing in the field of OTM-R.

The implementation of an Open Recruitment Policy is a key element of the HRS4R strategy.

CZU stated how it will use the Open, Transparent and Merit-Based Recruitment Toolkit, and how it intends to implement the principles of Open, Transparent and Merit-Based Recruitment.

A short comment was also added demonstrating this implementation.

CZU activities for the implementation of recruitment and selection of employees according to the principles of OTM-R: