CASE NUMBER

TEMPLATE 3 – OTM-R Checklist

NAME ORGANISATION UNDER REVIEW:

University of Chemistry and Technology Prague

ORGANISATION'S CONTACT DETAILS:

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OTM-R Checklist

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.

OTM-R checklist for organisations				
	Open	**Transparent**	**Merit-based**	**Answer ****	***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	–/+	At the moment, the OTM-R policy is not set within UCT Prague. In part, the policies are defined by internal regulations. *Objective:* Setting up an OTM-R policy for all types of R1-R4 researchers, publishing it in Czech and English on the website.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	–/+	The defined competitive hiring procedure steps are now limited to academic staff positions and heads of departments and units, i.e. Competitive Hiring Process Codes (CHPC for filling academic staff positions, CHPC for the appointment of heads of departments and units, CHPC for filling head of department positions). There is no recruitment process defined for other positions. It is partly addressed by internal regulations, i.e. the Organisational Regulations and the Assessment of Scientific and Academic Staff. *Objective:* The existing regulations will be revised, new guidelines will be developed for the competitive hiring procedure for additional positions, the definition of the selection commission, the establishment of basic recruitment procedures, in accordance with the C&C, and the basic principles of the OTM-R policy.

** ++ Yes, completely   +/– Yes, substantially   –/+ Yes, partially   –/– No

3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	–/–	The internal regulations, which are available on the Intranet and contain the requirements and procedures of the SPR, serve this purpose. Training is not provided, the members of the selection commissions act in accordance with the SPR *Objective:* Creation of methodological support in the framework of the new OTM-R strategy – information for participants in the competitive hiring procedure. Subsequent training of PD and faculty staff in relation to legislative changes and changes to related internal regulations.
4. Do we make (sufficient) use of e-recruitment tools?	x	x	–	–/+	The advertisement is published on the school's website (official board of the school), relevant online portals where the applicant can respond directly. In rare cases, communication means such as MST, Skype, etc. are used for the CHP. *Objective:* Identification of opportunities for posting vacancies, advertising recommendations (templates), wider use of other electronic means, e.g. EURAXESS, Researchjobs, LinkedIn, etc. Methodological support for the use of the OKbase personnel information system, where competitive hiring procedures will be recorded, including relevant documents and communication with the candidate and members of the selection commission. Simplification of administration, common records
5. Do we have a quality control system for OTM-R in place?	x	x	x	–/+	A quality control system is not in place. The results of the competitive hiring procedures are recorded and archived in accordance with the GDPR rules and the shredding regulations. *Objective:* Creation of methodological support for senior staff and members of selection commissions (in the form of training). Through the OKbase personnel information system, ensuring the registration of competitive hiring procedures, including the evaluation of the recruitment process and its control. Setting evaluation criteria that allow equal opportunities for all applicants. The Personnel Department, as a support unit for the entire UCT Prague, will ensure coordination and uniformity and transparency of the OTM-R.

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/–	Jobs are advertised on websites such as jobs.cz, EURAXESS or social media. Advertising is done in accordance with internal regulations and advertised positions, candidate requirements, etc. *Objective:* To expand the advertising of research positions where justified on the EURAXESS website, see Action Plan. Increase the number of quality job seekers from abroad.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/–	Advertisements in ENG, information for foreign workers on the website. Bilingualisation of the PD website is needed to improve access to information in the future. Currently, to improve awareness, there is a Guide for Foreign Staff and Welcome Centre services here *https://international.vscht.cz/international-staff*. *Objective:* Bilingual advertising for R&D positions, see Action Plan, which will lead to an increase in the number of quality job applicants from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/–	Currently, all persons who meet the conditions of the CHP are included in them. Persons whose medical condition does not allow the standard performance of work duties in the given conditions are accommodated. There is no disadvantage for any group in the framework of the CHP. There is currently a lot of support for flexible working, part-time work and working from home. The faculties promote age diversity in the workplace. *Objective:* The prepared methodology will include information on employment opportunities for disabled persons or otherwise disadvantaged applicants, including recommendations for adjustments to the working environment of a particular work position. Training of PD staff in labour law issues of disabled persons, training in communication with people with specific needs.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/–	Yes, there are flexible working hours, the possibility to work from home, support for parents on maternity/parental leave in providing childcare when returning to work (the crèche Zkumavka), freedom of research ensured by internal regulations and implemented in the research environment of the school, support for "creative leave", mobility of researchers, etc. *Objective:* Part of the newly created recruitment process methodology will include the so-called "exit interview", i.e. obtaining feedback from the employee on the reasons that lead him/her to leave employment at UCT Prague, which will be one of the bases for creating a more attractive working environment for existing and new employees.

10. Do we have means to monitor whether the most suitable researchers apply?	–	–	–	+/–	There is currently no tool to assess whether the most suitable researchers are applying. Records of the CHP and its evaluation are not centralised. The selection is based on the evaluation of the documents submitted by the selection commission or the heads of departments, as the case may be. Partial selection is carried out by the Personnel Department on the basis of defined prerequisites and requirements for application to the CHP. *Objective:* Developing an OTM-R strategy, using electronic tools to record and evaluate recruitment and thereby streamline the process of advertising and recruiting researchers.

Advertising and application phase				
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x	–	+/–	A uniform template is used to advertise vacant positions, taking into account the relevant internal documents. *Objective:* Revision of the existing template for advertising vacancies, creation of new templates that will correspond more closely to the content of the job. Depending on the content of the position, you can then take into account the location of the advertisement, but also whether the advertisement will be only in Czech or also in English.
12. Do we include in the job advertisement references /links to all the elements foreseen in the relevant section of the toolkit?	x	x	–	+/–	The advertisement contains basic information about the job and the requirements for the candidate, the start date. In the case of advertising outside the website of the University of the UCT, this is usually supplemented with links to additional information that can be obtained, for example, on the mentioned websites. *Objective:* In the future, link the advertisements more to the school's official board, insert links to the department's website, C&C, OTM-R policy, state of the relevant competitive hiring procedure.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	–	+/–	The possibility of advertising on EURAXESS is used individually by the specifier of requests for the vacancy. Other portals such as researchjobs or LinkedIn are also used *Objective:* Increase in the number of advertised R1-R4 positions. Provision of a tool for the automatic insertion of advertisements from the OKbase personnel information system.
14. Do we make use of other job advertising tools?	x	x	–	+/+	Official board (electronic on the school website/physical at the Rector's Office), school bulletin boards, jobs. cz, práce.cz, volnamista.cz, inWork.cz, social networks (FB). Other portals are sometimes managed by the Department of Communication and sometimes by the Employment Office. Other portals are used depending on the type of position advertised. *Objective:* Modification of the website of UCT Prague - new tab "employees", see Action Plan, cz/en version of this page.

15. Do we keep the administrative burden to a minimum for the candidate?	x	–	–	+/+	Yes, communication takes place by email; a CV and motivation letter, application form, proof of highest educational qualification for some positions, and consent to GDPR are required. For academic positions, an application form is required to be sent according to the requirements of the CHP, i.e. to the mail room or the PD in person. *Objective:* Expand electronic communication in recruitment
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?	–	x	x	+/–	The rules for the appointment of selection commissions are precisely defined in relation to the Competitive Hiring Process Code. They are not defined for other positions. *Objective:* Revision of existing regulations and development of a Competitive Hiring Process Code for other positions, including rules for the appointment of selection commissions for each position in light of OTM-R policy and in accordance with C&C.
17. Do we have clear rules concerning the composition of selection committees?	–	x	x	–/+	Rules for the appointment of selection commissions are precisely defined in relation to the Competitive Hiring Process Code. They are not defined for other positions. *Objective:* Revision of existing regulations and development of a Competitive Hiring Process Code for other positions, including rules for the composition of selection commissions with respect to individual R1-R4 positions, taking into account the OTM-R policy and in accordance with C&C.
18. Are the committees sufficiently gender-balanced?	–	x	x	+/–	Gender balance is promoted. However, with regard to the staffing of faculty departments, it is in some cases more difficult to implement. When appointing the members of the commissions, emphasis is always placed on the expertise of the members. The selection of members shall be made without discrimination in the sense of negative or positive discrimination, and the principle of balance shall always be taken into account. *Objective:* See 17
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	+/–	The principle of assessing expertise and quality is implemented and defined in the relevant CHP Codes. The principle of merit review is implemented without formal regulations. This is not ensured for all positions. *Objective:* Revision of the existing CHP Codes, creation of CHP Codes for research positions R1-R4, including a methodology for merit assessment in accordance with OTM-R and with regard to the (scientific) position.

					Appointment phase
20. Do we inform all applicants at the end of the selection process?	–	x	–	+/+	Yes, all applicants are informed of the outcome of the competitive hiring procedure; by letter and email/academic staff/other staff by email. *Objective:* As part of the revision of the Competitive Hiring Process Code, take into account the guidelines for providing feedback (see OTM-R). Alignment of procedures for all R1-R4 positions on how to inform applicants, including deadlines.
21. Do we provide adequate feedback to interviewees?	–	x	–	+/-	All participants receive feedback on the outcome of the CHP. Individual questions about the CHP are answered by the chairman of the selection commission or the head of the department/unit. Materials are returned to candidates (if submitted in paper form) or shredded in accordance with GDPR. *Objective:* Revision of the existing CHP codes, development of CHP codes for other R1-R4 positions, including methodology for the evaluation of applicants in line with OTM-R and provision of feedback.
22. Do we have an appropriate complaints mechanism in place?	–	x	–	+/-	The contact for filing a complaint is not listed in the advertisement. The candidate may file a complaint through the Personnel Department or the head of the relevant department/unit, or through the Ethics Committee. *Objective:* Revision of the existing RF Regulations, development of RF Regulations for other positions, including a methodology for addressing job seekers' complaints in accordance with OTM-R. See AP Quality control of the recruitment process
					Overall assessment
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?	–	–	–	-/-	A comprehensive system not in place due to ad 1 The whole process will be monitored according to the indicators, see 1–22 *Objective:* Annual evaluation of the fulfilment of the OTM-R policy objectives in line with the newly developed OTMR strategy, see also AP Quality control of the recruitment process