

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

**Project: HR Excellence in Research of University of Ostrava**

**Reg. No.: CZ.02.2.69/0.0/0.0/16\_028/0006225**

**November 2018**



EUROPEAN UNION  
European Structural and Investment Funds  
Operational Programme Research,  
Development and Education



## 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.

OTM-R system	Open	Transparent	Merit-based	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in national and in English)?	x	x	x	- / + Yes partially	<a href="https://dokumenty.osu.cz/osu/statute-uo.pdf">https://dokumenty.osu.cz/osu/statute-uo.pdf</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes significantly	only Czech version
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	- / + Yes partially	Unfortunately, there is nobody who would be adequately trained in the area of OTM-R.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes significantly	We use skype interviews, telephone conferences, or other on-line communication methods. The applicant can respond directly to on-line job advertising.
Do we have a quality control system for OTM-R in place?	x	x	x	- No.	At present there is no tool, i.e. no system. It is our goal to prepare a comprehensive OTM-R policy, the procedures of which will be transparent; and that the UO becomes a respected and sought-after employer for job seekers.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes significantly	The job positions are published on the UO website in Czech and English, or potentially on the <a href="http://www.jobs.cz">www.jobs.cz</a> website. In certain cases positions are posted on the public notice board of the Czech Labour Office. The job seeker can respond directly to the job offer, or he can respond only on their own. Each candidate's profile is evaluated.  At this time, we do not post free R & D positions on Euraxess.

OTM-R system	Open	Transparent	Merit-based	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	- / + Yes partially	<p>Although we do not have any OTM-R policies, jobs are posted on: <a href="http://www.osu.eu/research-initiatives/">http://www.osu.eu/research-initiatives/</a></p> <p><a href="http://www.osu.eu/euraxess/">http://www.osu.eu/euraxess/</a></p> <p><a href="https://dokumenty.osu.cz/osu/vav/EURAXESS-Practical-Information-Guide.pdf">https://dokumenty.osu.cz/osu/vav/EURAXESS-Practical-Information-Guide.pdf</a></p> <p>At the same time the candidate may read information about science and research at UO at: <a href="https://www.osu.eu/research/">https://www.osu.eu/research/</a></p>
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes significantly	We have no OTM-R policy, but we achieve gender diversity, age diversity. We never judge ethnicity or other affiliation, we always judge the quality of the candidate, their experience, knowledge, mobility, the results of their creative 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 R & D employees sabbatical, mobility programmes, ERASMUS, flexible working hours. At the same time we offer work in a multicultural environment, part-time job possibilities, (future) home office. These incentives are offered to all groups, regardless of gender, race, religion. At the same time, we enable R & D workers to reconcile family and work life.
Do we have the means to monitor whether the most suitable researchers apply?				- No.	We have no tool to judge whether suitable candidates responded to a vacancy. It is up to the subjective assessment of the profile evaluators of those

OTM-R system	Open	Transparent	Merit-based	Answer:	Suggested indicators (or form of measurement)
					interested in working in science and research at the UO.
Do we have clear guidelines or templates (eg, EURAXESS) for advertising positions?	x	x		- / + Yes partially	Vacancies are published primarily according to information provided in the Selection Procedure Order, i.e. on the OU site, the job portal, etc. We do not have clear templates for advertising, it is possible to use the template on the job portal. On the English version of the OU Web site jobs for R & D personnel are posted in English.
Do we include in the job advertisement references / links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes significantly	In the published offers, we refer to protection of personal data according to GDPR, the OU website or potentially the faculty.  Job advertisement contains all relevant information – name of vacant job position, job description, qualification requirement, date of onboarding.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		- No.	Neither Euraxess nor a different alternative, such as Research Gate, is currently used to publish vacancies for R & D or to search for a suitable candidate.
Do we make use of other job advertising tools?	x	x		++ Yes completely	OU website - English version: <a href="https://www.osu.eu/job-opportunities/">https://www.osu.eu/job-opportunities/</a>  Czech version: <a href="https://www.osu.cz/pracovni-prilezitosti/">https://www.osu.cz/pracovni-prilezitosti/</a>  Job Portal <a href="http://www.jobs.com">www.jobs.com</a> is usually used to promote non-academic positions.

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					<p>We publish the vacancies on the notice boards of individual faculties and their official notice boards.</p> <p>We can use the services of the Labour Office and allow them to publish their vacancies on their official board, including the website.</p>
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes significantly	We limit the administrative burden so that the candidate is provided the space for their presentation, the presentation of the results of their creative work, etc.
Do we have clear rules governing the appointment of selection committees?		x	x	- / + Yes partially	The selection procedure rules include a general definition of the selection committee, i.e. for what position it is necessary to appoint such a committee. The selection procedure rules will undergo a comprehensive revision that will take into account all OTM-R conditions.
Do we have clear rules on the composition of selection committees?		x	x	- / + Yes partially	The selection procedure rules include a general definition of the selection committee, i.e. for what position it is necessary to appoint such a committee. Neither the gender or age of diversity is mentioned, or the expertise or competencies of the members of the selection board, or the minimum number of members. The selection procedure rules will undergo a comprehensive revision that will take into account all OTM-R conditions.
Has the committees sufficiently gender-balanced?		x	x	+/- Yes significantly	The selection procedure rules include a general definition of the selection committee, i.e. for what

OTM-R system	Open	Transparent	Merit-based	Answer:	Suggested indicators (or form of measurement)
					<p>position it is necessary to appoint such a committee. Gender diversity is not mentioned at all. Despite the fact this specification is missing in the regulations governing the composition of the selection boards, the staffing of the commissions is neither restricted nor limited by gender, i.e. no one is discriminated either positively or negatively (applies to age and position too). Members of the commission are chosen based on their amount of experience, expertise, knowledge.</p>
<p>Do we have clear guidelines for selection committees that help judge the 'merit' in a way that leads to the best candidate being selected?</p>			x	- / + Yes partially	<p>In many selection procedures there is a general definition of the selection committee, i.e. what position it is necessary to appoint it for. However, this internal regulation does not specify any in-depth assessment of the merits of the candidates.</p> <p>The Selection Procedure Rules are only available in Czech.</p>
<p>Do we inform all applicants at the end of the selection process?</p>		x		++ Yes completely	<p>Yes, we inform all applicants. We use different information tools that depend on the communication channel selected at the beginning of the recruitment process.</p>
<p>Do we provide adequate feedback to interviewees?</p>		x		++ Yes completely	<p>We provide general feedback. Should the candidate ask for further details, we shall provide such information.</p>
<p>Do we have an appropriate complaint mechanism in place?</p>		x		- / + Yes partially	<p>There is no established manner of raising complaints at the UO. There is no comprehensive list of the complaints raised in the previous years. Likewise, the</p>

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Selection procedure rules do not account for this.

In case of a complaint, the employees can contact a trade union, their superior – immediate superior, the Head of the Human Resources Department, The Head of the Department, the Dean of the Faculty, or the Rector (e.g. in case of ethical issues). The doctoral students may take advantage of the Counselling Centre (see principle Access to Career Advice).

The UO deals with every received complaint. The complaints are resolved in compliance with the principles of natural justice and with the aim of maintaining a good working environment at the workplaces.

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

- No.

Due to the absence of the OTM-R as a whole, the lack of specification of the order of tenders or other internal regulations, there is no system in place to assess how well we are doing in OTM-R.



**The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy.**

**We indicated how UO will use the Open, Transparent and Merit-Based Recruitment Toolkit and how UO will intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment.**

**UO provided a short commentary demonstrating this implementation.**

The University of Ostrava is going to take these actions to adjust the recruitment and selection process of employees with the OTM-R principles:

- 1) To enhance the quality of recruitment policy and to embed the OTM-R principles, the university will amend the Regulations on Recruitment Procedures at the University of Ostrava during first quarter of 2019 and publish an OTM-R Strategy of the University of Ostrava. Amended internal regulation will extend the current content of documents on recruitment and selection procedures and will adjust them in compliance with the OTM-R principles stipulated by the European Commission. As the current situation allows each faculty to organize its recruitment procedures by themselves, implementation of this amended document will help the university to achieve unification in recruitment procedures. The Regulations on Recruitment Procedures at the University of Ostrava will be in compliance with internal regulations such as the Regulations on the Career System and the Internal Wage Regulations of the University of Ostrava.

We are a modern university which guarantees not only quality but also transparency of all processes. Therefore, also the Regulations on Recruitment Procedures, or more precisely the OTM-R policy and its strategy will be published on the webpage of the University of Ostrava. Currently, the University of Ostrava has the recruitment policy included in the Statute of the University of Ostrava, part ten, article 51-60 (see: <https://dokumenty.osu.cz/osu/statute-uo.pdf>). The new Regulations on the Recruitment Procedures and the OTM-R policy will also be in compliance with the Section 17 of the Higher Educational Act (see [http://www.msmt.cz/uploads/odbor\\_30/TF/Legislativa\\_a\\_metodicke\\_pokyny/The\\_Higher\\_Educational\\_Act\\_zneni\\_k\\_31.\\_8.\\_2018\\_verze\\_z\\_webu.pdf](http://www.msmt.cz/uploads/odbor_30/TF/Legislativa_a_metodicke_pokyny/The_Higher_Educational_Act_zneni_k_31._8._2018_verze_z_webu.pdf)).

- 2) All Research and Development positions will be mandatorily published on the Euraxess website so that the vacant positions could be visible also to foreign applicants, which goes in hand with our aim of internalisation and open recruitment policy at the University of Ostrava. The Regulations on Recruitment Procedures will precisely specify the recruitment of researchers and academics as well as other positions. One of the main goals of amending the regulation is the unification of recruitment procedures across the university. At present, the vacant positions are published on the university web page; in the Czech version, you can find offers for non-academic and academic positions, in the English version of the webpage, there are offers for researchers. At the same time, we publish the vacant positions of non-academic positions on the largest job portal in the Czech Republic - [www.jobs.cz](http://www.jobs.cz).
- 3) Next criterion arising from OTM-R principles will be fulfilled by providing feedback to the applicants. The applicant interested in a vacant position at the UO and meeting the requirements for filling a vacancy will be invited for an interview. Evaluation of the applicant will be performed either in writing or by telephone. On request, we provide and will provide more detailed specification of refusal and alternatively few tips to improve the application to the unsuccessful candidates. The invitation to the selection procedure is sent electronically – in writing, to have a proof of communication with the applicant in case he/she would object or make a complaint later on. If the applicant is abroad while applying for the position at the UO, there is a possibility to organize the interview via online communication tools (Skype, etc.). Speaking about digitalization and use of other communication tools, the university will be

using them, especially in cases when the applicant would be from further locations of the Czech Republic or abroad. Last but not least, these tools will also lead to increased effectivity and time and financial savings.

- 4) Employees who are members of selection committees will attend the trainings on observing basic principles for recruitment and selection of employees, observing transparency, non-discrimination, etc. At the same time, they will be instructed on important decisive criteria helping to select the best applicant, on the need to evaluate the mobility, variations in the chronological order of CVs, publications, and creative results.
- 5) New Regulations on the Career System respecting the principles of Charter and Code, new Internal Wage Regulations, methodically coordinated onboarding and new benefits will be the milestones for improvement of working conditions and remuneration. These actions will increase the attractiveness of the University of Ostrava and therefore the interest of job or study applicants, alternatively partners willing to cooperate with the university.
- 6) One of supporting tools will be adjusted portal application used for monitoring of annual plans, multirank and systemization of job positions.
- 7) At the University of Ostrava, we do not have any special tool for administration of job applicants, therefore we will continue in taking advantage of the job portal [www.jobs.cz](http://www.jobs.cz) for now. The portal enables monitoring of the number of addressed candidates, number of applicants replying to the job offer, number of applicants invited for the interview and number of the refused applicants, including the communication with them. As we advertise the vacant positions on multiple web pages (university web page, job portal, etc.), it is very difficult to unify the processing of applications. Establishing an OTM-R toolkit is therefore not our key priority.