

TEMPLATE 3 – OTM-R – Checklist

OTM-R – Checklist

A self-assessment checklist for the areas of Open, Transparent and Merit-Based Recruitment (OTM-R). Information on the status of achievement, the details on the indicators and the form of measurement is included.

The checkboxes for Open, Transparent and Merit-based indicate the type of policies and procedures the questions are related to, as described in detail in the Code and the Charter for Researchers. The E-HRS4R tools have been set and it is not possible to change them.

OTM-R checklist					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, complet ely +/-Yes, substan tially -/+ 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, partially	<p>[web link] The policies for the recruitment and selection of employees are specified in the Regulations on Competitive Selection Procedures. However, it does not reflect all the requirements according to the OTM-R methodology. The link is published on the website of FM MU (it is not necessary to log in), but just in the Czech version.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Publishing new MU OTM-R policy and revised MU Competitive Hiring Process Code at the Faculty website

					<p>in a Czech and English version incl. newsletter for all employees with a weblink</p> <p>(The university is committed to creating a new University OTM-R policy and to a revision of the current Competitive Hiring Process Code according to the specification of OTM-R: The European Charter for Researchers & the Code of Conduct for the Recruitment of Researchers and embedment of their principles into the Masaryk University Strategic Plan for 2021-2028)</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, partially	<p>[Date of latest update; ensure that it is sent to all staff]</p> <p>The recruitment and selection of employees are regulated by the Regulations on Competitive Selection Procedures, published in Czech and English version (effective as of 5 Jan 2018):</p> <p>However, it does not reflect all the requirements of OTM-R and is not available in the form of an internal guide.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline for the selection procedure at FM MU setting out clear OTM-R procedures and practices for all types of positions in line with a new MU OTM-R policy and revised MU Competitive Hiring Process Code (document and weblink) - Publishing Internal Faculty OTM-R guideline at the Czech and English versions at the intranet of FM MU – available to staff responsible for the process
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/- No	<ul style="list-style-type: none"> - Existence of training programs for OTM-R - Number of staff following training in OTM-R <p>The participants in the process are familiar with the University directive (Regulations on Competitive Selection Procedures). Still, there is no specific training programme, and none of the participants in the selection procedure is trained.</p> <p>Indicator:</p> <ul style="list-style-type: none"> - (e)course for the people responsible for conducting the selection procedure (as specified in the OTM-R internal guide)

					- Number of trained persons in OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes, substantially	<p>Web-based tool for (all) the stages in the recruitment process All positions are advertised online. Apart from that, other local and foreign portals are used. Online applications are submitted through the on-line job portal of MU or Jobs.cz.</p> <p>The first round of a job interview is conducted in the form of a video conference. The applicants are then notified via e-mail or a phone call. Publication of the results of the selection process.</p> <p>There is no system for automated evaluation of the efficiency of the recruitment process.</p> <p>Indicator: - Revision and implementation of e-application JOBS.MU to speed up and streamline the recruitment process and its automated evaluation (in cooperation with MU).</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/- No	<p>In accordance with our internal regulations, the Personnel Office is responsible for implementing the selection procedure. A non-public report is prepared for each selection procedure for the purpose of random internal checks of quality and compliance with internal regulations. Due to the fact that the University Regulations on Competitive Selection Procedures do not take into account all points of the OTM-R methodology, a quality control system is not set up accordingly either.</p> <p>Indicator - Internal Faculty OTM-R guideline will also include setting up a quality control system.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	<p>Trend in the share of applicants from outside the organisation Vacancies for academic staff and researchers are published in Czech and English on the website of the Faculty and are easily searchable.</p>

					<p>By the University Regulations on Competitive Selection Procedures, selected positions are advertised on the following foreign job portals: Euraxess, Researchgate, expats.cz, TheUniJobs, EuroScienceJobs, and researchjobs.cz. Social networks (LinkedIn, Facebook MU or FM MU are used only in Czech. EURAXESS is only used in exceptional cases by some departments (Department of Biology – managed separately) https://euraxess.ec.europa.eu</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include a list of mandatory and recommended local and foreign portals for position advertising - The control mechanism will include monitoring of the trend in the number of applicants from outside the organisation - New templates for advertising vacancies so that they contain all the information that can persuade external candidates to apply
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-Yes, substantially	<p>Trend in the share of applicants from abroad</p> <p>The recruitment and selection of employees are governed by the University Regulations on Competitive Selection Procedures. The Faculty does not have an internal OTM-R methodology. Vacancies are published in English as well. Postdoc positions are published at: https://jobs.sciencecareers.org/job/510497/postdoctoral-fellowships-at-masaryk-university/ and https://euraxess.ec.europa.eu/jobs/477532.</p> <p>The applicants are selected according to the methodology of the Postdoc2MUNI project: The method of selecting research/technical/administrative staff (Attachment to the application for support from the OP RDE). See www.postdoc.muni.cz</p> <p>All the information for those interested in PGS in English</p>

					<p>The Faculty has established the position of a coordinator for the recruitment and support of foreign PGS. Support for foreign applicants and employees is provided by the University Centre for International Cooperation. There are key contacts and information including support for relocation. The applicants can also read information about the working conditions.</p> <p>On the other hand, many internal guidelines and public documents are only available in Czech, and many employees of the Dean's Office cannot communicate fluently in English.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline - A new website for R&D in English - Translation of internal documents into English - Development of language competencies of the Dean's Office employees - Monitoring the percentage of foreign applicants as part of setting up a quality control system of the SP
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes, substantially	<p>Trend in the share of applicants among underrepresented groups (frequently women)</p> <p>The implementation of this principle is ensured at the University level in the Regulations on Competitive Selection Procedures, which regulates the Faculty selection procedures. Criteria are clearly set for the assessment of candidates, taking into account their professional qualities, experience, knowledge, mobility, results, and creative work. No group of applicants may be discriminated against for example on the grounds of age, gender, ethnicity or religion, etc., and the requirements for equal opportunities must be respected, including taking into account the specifics of individual social groups and the specifics of people with sensory and physical disabilities. The application process must not lead to discrimination, unequal treatment, and unauthorized handling of the candidates' personal data.</p>

					<p>The Faculty offers flexible working hours and part-time work, and all premises are accessible to employees with disabilities. However, the Faculty does not keep control statistics of applicants and their success rate during the SP.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Setting up of control statistics of applicants (including underrepresented groups) and their success rate during the selection process as part of the internal Faculty OTM-R quality control - Training of persons responsible for the Faculty SP incl. the members of selection committees
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-Yes, substantially	<p>Trend in the share of applicants from outside the organisation</p> <p>The Faculty of Medicine offers academic staff and researchers working conditions comparable to the rest of the Czech Republic, including a number of benefits such as sabbatical leave, work in a multicultural environment, mobility programs (ERASMUS+, CEEPUS, etc.), flexible working hours, the possibility of part-time work, and home office. These incentives are available to all groups regardless of age, gender, race, religion, and allow workers to combine family and professional life.</p> <p>MU is among the universities with the highest average salary in the Czech Republic. The salary for a given position (with some exceptions) is not disclosed in the advertisement (it is not necessary). The Internal Wage Regulation is publicly available on the MU website.</p> <p>At the same time, we implement attractive incentives for foreign employees as part of the following specialized programmes:</p> <ul style="list-style-type: none"> - Personnel Policy Support Programme - MUNI Award Programme - Postdoc II <p>Indicator</p>

					<ul style="list-style-type: none"> - Setting up of control statistics of the trend in the percentage of applicants from outside the organization as part of the internal OTM-R quality control - Internal publishing of the possibilities and rules for funding of science and research activities and for employee remuneration
10. Do we have the means to monitor whether the most suitable researchers apply?				-- No	<p>Currently, the Faculty of Medicine does not systematically evaluate whether suitable candidates have responded to the vacancy.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will also include setting up of a quality control system, especially control statistics of the advertised positions, the number and quality of the candidates, etc.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	<p>It is compulsory to advertise vacancies according to the information specified in the Regulations on Competitive Selection Procedures on the MU website in Czech and English.</p> <p>A vacancy for an Associate Professor or a Professor must be published in a foreign medium as well in accordance with the industry practices. For the positions of Heads of Clinics, the director of the relevant hospital also advertises the vacancy.</p> <p>We have a unified template which includes information about the publisher of the vacancy, the workplace, the job description, the qualification requirements, the offer of benefits, and the formal requirements for submitting an application to the SP, the contact information for an on-line application, and further details. However, it does not include all mandatory points according to the OTM-R methodology, such as the information about career opportunities. Apart from some exceptions, we do not use the EURAXESS toolkit.</p> <p>Indicator</p>

					<ul style="list-style-type: none"> - New templates for advertising vacancies ensuring that they are unified for all workplaces (Internal Faculty OTM-R guideline)
12. 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	<p>Job offers contain most of the recommended information for the given position – about the advertiser of the vacancy, the job description, the necessary qualifications, the offer of benefits and the formal requirements for submitting an application to the SP, contact information for an on-line application, and further details. We refer to the Department / Faculty website in the published job advertisements. We do not have an internal OTM-R manual. Advertisements do not contain information about career opportunities.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will be linked to the relevant information included in the job advertisements (for example the RCSP, the GDPR, the Career Code, the Internal Wage Regulations, etc.)
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	<ul style="list-style-type: none"> - The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad <p>The EURAXESS services are used only to a very limited extent – some theoretical workplaces, such as the Department of Biology, advertise their positions independently. Exceptionally, other alternative services and channels such as Research Gate are used for some positions.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will contain criteria for the positions for which advertising at Euraxess will be compulsory. - Internal Faculty OTM-R guideline will also include the setting up and implementation of a quality control system, in particular the control statistics for advertising

					positions at Euraxess, the number and quality of candidates from outside the FM MU, from abroad and through advertising in Euraxess.
14. Do we make use of other job advertising tools?	x	x		++ Yes, completely	<p>MU career websites are currently used for job advertisements.</p> <p>For some positions, the Euraxess, Expats, ResearchGate, Science, Find A Postdoc, THEuniJobs, timeshighereducation, and FindAPhD for PhD students, are used.</p> <p>The job portal www.jobs.cz is used mainly for publishing positions for non-academic staff.</p> <p>Social networks (LinkedIn, Facebook) are currently used only for PR activities of the Faculty in Czech. Vacancies are not advertised there.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will contain criteria for positions for which advertising on foreign portals will be mandatory; it will also contain a list of recommended portals. - Internal Faculty OTM-R guideline will include setting up and implementing a quality control system, in particular control statistics for the advertising at each portal, and the number and quality of the candidates who apply through these portals. - A pilot project of using social networks (LinkedIn) for recruitment will be implemented and evaluated.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	<p>The selection procedures are carried out using on-line resources. Applicants submit e-application and attach a CV, a cover letter, and scans of documents proving their qualifications. The originals are only provided in case of positive results of the selection process. Especially in the case of foreign applicants, electronic means are also used for the job interview if needed. Throughout the selection process, the applicants are informed about its organization and results by</p>

					<p>e-mail or by telephone. Using JOBS.MU application also reduces the necessary administrative burden.</p> <p>The selection process for PGS is described here: www.med.muni.cz/en/doctoral-phd-studies (see admission information.)</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will contain a description of the process of getting and evaluating feedback from applicants (including the question regarding administrative burden) in the form of an e-questionnaire sent to the applicants after the conclusion of the SP.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes, partially	<p>Statistics on the composition of panels</p> <p>General rules and binding procedures for the appointment of selection committees are regulated by the MU Regulations on Competitive Selection Procedures.</p> <p>The committee for selecting academic staff must have at least five members and the number of members must always be odd. An expert from abroad is also a member of the committee for filling the positions of an Associate Professor, Professor, Researcher III and IV, and Extraordinary Professor.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will contain a description of the process of statistical evaluation of the composition of selection boards (qualification, gender etc.).
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes, partially	<p>Written guidelines</p> <p>The composition of the selection committee is regulated by the Regulations on Competitive Selection Procedures. The committee has at least five members; the number of members must always be odd.</p> <p>When filling in selected job positions, the presence of an expert from abroad, a member of the management of the</p>

					<p>relevant hospital, and an HR manager is required. When choosing members of the selection committee, the professional competencies and experience of the members are taken into account.</p> <p>The requirements concerning the presence of an HR manager and external experts in all committees - experts from outside the institution - and the requirements for the expertise and competence of the selection committee members are not stipulated in writing.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include requirements for the gender balance in all selection committees. - Internal Faculty OTM-R guideline will further specify the requirements for the expertise and competence of the members of the selection committee.
18. Are the committees sufficiently gender-balanced?		x	x	-/+ Yes, partially	<p>The requirement for the gender balance of the committees is not included in any regulations. The members of the selection committee are nominated with regard to their professional competences; no one is discriminated against in terms of age or gender. The compositions of the committees from the point of view of gender balance is neither monitored nor statistically evaluated.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include requirements for gender balance in the composition of selection committees. - Internal Faculty OTM-R guideline will include a description of the process of statistical evaluation of the composition of selection committees in terms of gender balance.

19. Do we have clear guidelines for selection committees that help to judge 'merit' in a way that leads to the best candidate being selected?			x	-/+ Yes, partially	<p>Written guidelines</p> <p>The guidelines for the procedure followed by the selection committee are defined by the Regulations on Competitive Selection Procedures. However, this internal regulation does not specify the method of assessing the merit of the candidates.</p> <p>In the first round of the selection process, the fulfilment of the required professional qualifications of the candidates is evaluated according to predetermined criteria stated in the advertisement, and the documents submitted by the candidate.</p> <p>When deciding on candidates who meet the conditions of the selection procedure for academic staff, the committee evaluates mainly the submitted materials and interviews with the candidates. When evaluating the qualifications of the candidates, the committee may additionally request the submission of other documents or papers, or invite the candidate to present a public lecture.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include a description of the process of evaluating professional competencies, experience and personal qualities in a way that will lead to the selection of the most suitable candidate. - The revised system of positions will include the specifications of the required professional competencies and personal qualities for all academic positions.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/+ Yes	<p>All candidates who took part in the selection process are informed about the results as soon as possible. The means of communication are chosen according to the result and the phase of the selection process – by telephone, by e-mail or in person. The results of the selection process are published .</p>

21. Do we provide adequate feedback to interviewees?		x		-/+ Yes, partially	<p>We provide formal / general feedback upon request. We do not provide detailed feedback to applicants regarding the strengths and weaknesses of their candidacy.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include the conditions and description of the process of providing feedback to individual candidates.
22. Do we have an appropriate complaints mechanism in place?		x		+/- Yes, substantially	<p>Statistics on complaints</p> <p>Filing complaints at the Masaryk University is regulated by the publicly available Rector's Directive No. 3/2008, on the Processing and Registration of Complaints, Motions and Petitions at Masaryk University.</p> <p>Complaints are handled by the Office of the Rector's Inspectorate. The period for processing the complaint is 60 days, the complainant must be informed about the way the complaint was processed within this period. In the past two years, no complaints have been filed in regard to the selection procedure.</p> <p>We currently have no specific procedures in place for resolving and monitoring complaints about the results of the selection procedures.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include procedures for resolving and monitoring complaints about the results of the selection procedure. - As part of feedback, all candidates will be informed about the results of the selection procedure, as well as about the possibility and procedure of filing a complaint about its course or results.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	The selection procedure at FM MU is regulated by the University Regulations on Competitive Selection Procedures.

					<p>It does not include a system of evaluation whether the OTM-R meets / delivers on its objectives. FM MU does not keep statistics on selection procedures or any other feedback system that would assess how we are doing in the area of OTM-R.</p> <p>Indicator</p> <ul style="list-style-type: none"> - Internal Faculty OTM-R guideline will include procedures for evaluating the quality of selection procedures - Internal Faculty OTM-R guideline will include setting up a system of evaluation and monitoring the quality of the selection procedures and their compliance with the OTM-R methodology, in particular setting up control statistics.
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