

### TEMPLATE 3 – OTM-R Checklist

**Case number:** 2020CZ503512

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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.

<b>OTM-R checklist for organisations</b>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	
<b>OTM-R system</b>					

<p><b>1. Have we published a version of our OTM-R policy online (in the national language and in English)?</b></p>	x	x	x	--	<p>The OTM-R policy has not been set up at the UHK and, therefore, it has not been published online.</p> <p>Suggested indicator: OTM-R policy setting-up and its publication on the UHK website both in Czech and English language.</p>
<p><b>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</b></p>	x	x	x	--	<p>We have the Code of Procedure for Selection of Academicians and Managerial Employees. It defines the rules for selection of academicians and officials; however, it does not correspond to the OTM-R requirements.</p> <p>Suggested indicator: Amended documents involving clear OTM-R procedures for all types of positions.</p>
<p><b>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</b></p>	x	x	x	--	<p>The employees are not trained in the area of OTM-R.</p> <p>Suggested indicator: The number of training activities for the UHK employees in the area of OTM-R. The number of training participants.</p>
<p><b>4. Do we make (sufficient) use of e-recruitment tools?</b></p>	x	x		-/+	<p>We do not have a comprehensive electronic system for recruitment.</p> <p>At the UHK, we use standard e-recruitment procedures like, for example, jobs.cz, LinkedIn, Facebook, or researchjobs.cz. Euraxess can be used for foreign candidates.</p>

					<p>Candidates can usually apply for the selection procedure via e-mail or online through the job portals. In some cases, interviews can be done via a videoconference.</p> <p>Suggested indicator: Creation of an electronic system for selection procedures.</p>
<b>5. Do we have a quality control system for OTM-R in place?</b>	x	x	x	--	<p>Due to the absence of the OTM-R policy, we have neither set up a quality control system for OTM-R.</p> <p>Suggested indicator: Implementation of an OTM-R quality control system.</p>
<b>6. Does our current OTM-R policy encourage external candidates to apply?</b>	x	x	x	--	<p>External candidates are addressed via standard channels (the UHK website, other websites, social networks, and specialized websites of professional communities). Work positions are, with some exceptions, advertised in the Czech language only and primarily on Czech online platforms.</p> <p>Suggested indicator: The number of external candidates participating in selection procedures and the overall number of candidates.</p>
<b>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</b>	x	x	x	--	<p>The way of employee selection has not been aimed specifically to recruitment of specialists from abroad.</p>

					<p>Suggested indicator: The number of foreign candidates participating in selection procedures and the overall number of candidates.</p>
<p><b>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</b></p>	x	x	x	-/+	<p>In selection procedures, candidates are not assessed according to their gender, age, or ethnic origin but according to their knowledge, experience, practice, mobility, and scientific and creative results of their work. We have not set up any measures to increase the representation of underrepresented groups.</p> <p>Suggested indicator: The number of men and women in selection procedures.</p>
<p><b>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</b></p>	x	x	x	+/-	<p>The UHK offers to its employees a benefit programme, flexible working hours, home office, part-time employment, sabbaticals for academicians, further education, internships, and mobilities.</p> <p>Suggested indicator: Pre-set working conditions.</p>
<p><b>10. Do we have means to monitor whether the most suitable researchers apply?</b></p>				--	<p>We do not have any specific tool to monitor whether the most suitable researchers applied. We know the overall number of candidates in the individual selection procedures and the result, i.e. whether the</p>

					<p>candidate has been selected and the post has been filled. We do not process these data statistically but we keep records in the Athena system. A record is drawn about each selection procedure and more detailed information can be found in it.</p> <p>Suggested indicator: The number of candidates, the number of candidates who met the specified criteria, and the number of successful selection procedure candidates.</p>
<b>Advertising and application phase</b>					
<b>11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?</b>	x	x		-/+	<p>The Code of Procedure for Selection of Academicians and Managerial Employees specifies the basic content of a vacancy notice. However, no template has been drawn. The way of advertising has neither been specified, except for compulsory publication on the UHK website.</p> <p>Suggested indicator: Methodology for vacancies advertising.</p>
<b>12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</b>	x	x		-/+	<p>The vacancy notice shows the title of the position, pre-requisites for getting the job, the job description, the date of commencement of work, the extent of employment, if any specified, the required documents and the way of the application delivery. In advertisements other than those published on</p>

					<p>the UHK website, we publish the link to the university website <a href="http://www.uhk.cz">www.uhk.cz</a>. For getting more information, contacts to the worksite head are provided. Reference to the personal data protection according to GDPR must be solved.</p> <p>Suggested indicator: Templates for positions advertising.</p>
<b>13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</b>	x	x		--	<p>The UHK has not been using Euraxess systematically; it is not the way of advertising used as a standard.</p> <p>Suggested indicator: The number of vacancy notices published on EURAXESS in relation to the overall number of selection procedures.</p>
<b>14. Do we make use of other job advertising tools?</b>	x	x		-/+	<p>The UHK uses standard advertising procedures; vacancies are published on the official notice board, section Selection Procedures and Tenders. We use social network advertising and/or the job portal <a href="http://www.jobs.cz">www.jobs.cz</a>, <a href="http://www.vedavyzkum.cz">www.vedavyzkum.cz</a>, <a href="https://www.researchjobs.cz/">https://www.researchjobs.cz/</a>. In case of need, advertising in printed media can also be used.</p> <p>Suggested indicator: Methodology for selection procedure advertising.</p>

<p><b>15. Do we keep the administrative burden to a minimum for the candidate?</b></p>	x			+/-	<p>The UHK strives to minimize the administrative burden for candidates; for example, they can send the application electronically and can attach copies of documents. The number of online interviews has also been increasing.</p> <p>Suggested indicator: Full computerization of the selection procedure.</p>
<p><b>Selection and evaluation phase</b></p>					
<p><b>16. Do we have clear rules governing the appointment of selection committees?</b></p>		x	x	+/-	<p>The rules governing the appointment of selection committees are specified in the Code of Procedure for Selection of Academicians and Managerial Employees at the UHK. The plan and aim is to update this Code according to the OTM-R policy principles.</p> <p>Suggested indicator: Amended rules governing the appointment of selection committees.</p>
<p><b>17. Do we have clear rules concerning the composition of selection committees?</b></p>		x	x	-/+	<p>The Code of Procedure for Selection of Academicians and Managerial Employees specifies the minimum number of the committee members, the rule that the committee must have odd number of members and that the members of the academic staff, other UHK employees and/or other persons may be appointed. No diversity</p>

					<p>in terms of age, gender or professional qualification is required.</p> <p>Suggested indicator: Amended rules governing the composition of selection committees.</p>
<b>18. Are the committees sufficiently gender-balanced?</b>		x	x	--	<p>The present internal regulation does not specify the gender balance in selection committees; it is neither monitored systematically. However, it can be taken into account in the appointment of the committee members depending on the Dean's/Rector's (who appoint the committee) opinion.</p> <p>Suggested indicator: The number of men and women in selection committees.</p>
<b>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?</b>			x	--	<p>The Code of Procedure for Selection of Academicians and Managerial Employees does not specify anything relating the "merit" assessment of a candidate by the committee; there are neither any other written recommendations in this respect. The Code of Procedure for Selection of Academicians and Managerial Employees allows inviting a person (for example, an out-of-university specialist) to participate in the selection procedure; such person has an advisory capacity.</p> <p>Suggested indicator:</p>



					Internal methodology for the selection committees. Training of selection committee members.
<b>Appointment phase</b>					
<b>20. Do we inform all applicants at the end of the selection process??</b>		x		++	According to the Code of Procedure for Selection of Academicians and Managerial Employees, all applicants are notified in writing of the result no later than 30 calendar days after the date of the selection procedure.  Suggested indicator: The way of providing information about the selection procedure results.
<b>21. Do we provide adequate feedback to interviewees?</b>		x		--	Feedback is not required by the regulations; it is neither performed automatically. However, it can be provided if the applicants ask for it.  Suggested indicator: Implemented mechanism for feedback providing.
<b>22. Do we have an appropriate complaints mechanism in place?</b>		x		--	At the UHK, we have not implemented a mechanism for applicants' complaints filing and resolving; we neither monitor systematically whether any and how many complaints have been lodged and how they were resolved.

					Suggested indicator: Implemented mechanism for complaints lodging and resolving.
<b>Overall assessment</b>					
<b>23. Do we have a system in place to assess whether OTM-R delivers on its objectives?</b>				--	The UHK has not implemented the OTM-R policy; therefore, we have no system in place to assess whether OTM-R delivers on its objectives.  Suggested indicator: Continuous evaluation of the OTM-R policy and its results.