

OTM-R Checklist

Case number: **2018CZ342584**

Name Organisation under review: **Technical University of Liberec**

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

- 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. No action is needed from institutions in their respect.
- The difference between "+/- Yes substantially" and "-/+ Yes partially" ratings is that in the first case the volume of the remaining work to be done until completion is little as compared to the effort that has been put so far in that direction, whereas for "-/+ Yes partially", the remaining work is either the same in volume or more than what has been achieved.
- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	https://cxi.tul.cz/en/about-us/department-of-human-resources-development/hr-excellence-in-research
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+Yes partially	Annex to the Director's Directive 1/2012 on the Selection Procedure for the R&D staff positions describing the specifics respecting the categorization of the researchers. I: Updated Annex to the Directive
2 Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+Yes partially	The training is done informally, not carried out regularly. The concept of the training programme will be drafted, tested and put into practice. I: Concept of training programme I: Trained employees at the Department for HR, trained heads of the departments and labs, invited members to the commission (on-site training)
Do we make (sufficient) use of e-recruitment tools?	x	x	x	-/+Yes partially	Electronic tools used in the recruitment process - in the phase of advertising the job position- include web portals TUL, Cxi TUL, the Ministry of Labor and Social Affairs (from the law), EURAXESS and ResearchGate (not regularly). The use of e-recruitment tools will be enhanced, especially in the phase of registration of the candidates and archiving. I: New e-tool
Do we have a quality control system for OTM-R in place?	x	x	x	-/+Yes partially	The recruitment of staff is one of the support processes monitored within the framework of the internal quality assessment of

Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+Yes partially	universities. The specific control system for the HR agenda is not implemented.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+Yes partially	<p>I: Control and statistic system for HR agenda</p> <p>CxI TUL allows applicants to submit recruitment documents electronically, allowing formal interviews with applicants via long distance communication.</p> <p>I: Followed the HR award increased share of the external candidates by 20 %</p> <p>The job positions on Euraxess and ResearchGate are published in English.</p>
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	<p>I: Followed the HR award and the Strategy for internationalization increased share of the foreign candidates by 10 %</p> <p>Equal Opportunities Policy is strongly anchored. Not only the Directives and the OTM-R policy, but also the attitude of the CxI TUL commits to the rejection of discrimination based on gender, race, ideology, religion, nationality, age, sexual orientation or physical handicap. The share of women is over 1/3, home office and shorter work hours are allowed, and the children's corner and the Kindergarten is in the TUL campus. The building L is barrier- free.</p>
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++ Yes completely	<p>I: Steady increased share of women in science</p> <p>TUL provides accommodation and catering services, medical treatment and sports facilities. Home office, shorter work hours are allowed.</p> <p>According to the Survey Satisfaction 70 % of employees of CxI TUL are satisfied with the CxI concept.</p> <p>I: Repeated Survey targeted at the areas, where employees show</p>

Do we have means to monitor whether the most suitable researchers apply?

-/+ Yes partially

dissatisfaction

I: Steady increased share of employees, that would recommend CxI as a good employer

The monitoring is done occasionally, the heads of departments and labs are asked, it takes a long time to evaluate, if the candidate fits in the team.

Advertising and application phase

Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?

x x

+/- Yes substantially

The guideline is processed, the templates are standardized for the CxI TUL in national language and English. According to the gaps identified, all the templates will be updated.

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

Job advertisement is carried out in accordance with the internal legislation of CxI TUL. A specific number of occupied positions is not given, only a single or plural. Career growth opportunities are not listed. These gaps will be settled as set out in the Action Plan.

Do we make full use of EURAXESS to ensure our Research vacancies reach a wider audience?

x x

++ Yes completely

The job positions are advertised in English as a rule on Euraxess. The profile of CxI TUL is active.

Do we make use of other job advertising tools?

x x

+/- Yes substantially

In addition to electronic publishing, some research teams are starting to organize workshops, especially with students, to show them, what the job in the lab is like. The concept is being prepared for the Lab of System Integration and will be tested.

Do we keep the administrative burden to a minimum for the candidate? x

++ Yes completely

CxI TUL allows applicants to submit recruitment documents electronically, all the documents are sent to one place, always one responsible person communicate with the candidate. Formal interviews with applicants via long distance communication are used.

Selection and evaluation phase

Do we have clear rules governing the appointment of selection committees? x x

++ Yes completely

The rules are grounded in the Director's Directive 1/2012 on the Selection Procedure for the R&D staff positions. Specific rules for the Heads of the Departments in its annex Rules of Procedure of the Selection Board for the appointment of heads of research departments. The external members are represented by 1/4.

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Do we have clear rules concerning the composition of selection committees? x x

+/- Yes substantially

The rules are described in the Director's Directive 1/2012 on the Selection Procedure for the R&D staff positions. Some minor gaps were identified and will be settled in accordance with the Action Plan.

Committees sufficiently gender-balanced? x x

++ Yes completely

The gender-balance of the committee copies the share of women at CxI TUL and is represented by 1/3.

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 no any written Guideline for the selection committee. The rules framework is created. Judging the "merit" is one of the most difficult task and requires erudite commission that also has to assess, how the applicant fits in the team.

Appointment phase

Do we inform all applicants at the end of the selection process? x

++ Yes completely

There is a unique template informing every applicant about the result of his/her admission within 30 days. The notification is usually sent electronic

Do we provide adequate feedback to interviewees?

x

-/+ Yes partially

The feedback is provided on request, not automatically.

According to the gaps identified, the Directive will be modified. The obligation for the employer to justify the decision and to put in the result of the selection procedure will be added.

Do we have an appropriate complaints mechanism in place?

x

++ Yes completely

Within the template informing the applicant about the results, the complaints procedure is described. No complaint has been made yet at CxI TUL.

Overall assessment

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

+/- Yes substantially

The whole system is not described, the rules are not written, however zero number of complaints shows that the system as a whole works. According to the Action plan, the system will be described more precisely.