



# Moravian Business College Olomouc

## Action Plan HRS4R 2023 – 2025

for the Implementation of the Principles of European Charter for Researchers and Code of Conduct for the Recruitment of Researchers

## Actions (Action Plan 2023–2025)

### Career Development

	<b>Proposed ACTIONS</b>	<b>Action description</b>	<b>Timing / Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
1.	Development of the activities of the Academic Careers Centre	Establishment of the PhD Students Club	Academic Careers Centre (06/2023)	- The PhD Students Club is established
2.	Development of the activities of the Academic Careers Centre	Implementation of the activities of the PhD Students Club	Academic Careers Centre (06/2023)	- Number of PhD students involved - Number of the meetings carried out
3.	Development of the activities of the Academic Careers Centre	Deepening the existing cooperation with habilitants	Academic Careers Centre (12/2024)	- Number of habilitants and associate professors involved - Number of meetings carried out - Number of new employees with habilitation
4.	Development of the activities of the Academic Careers Centre	Scientific seminars - establishment of regular seminars for all academic staff	Academic Careers Centre (12/2024)	- Number of seminars/ workshops carried out - Number of trained participants
5.	Personal development plans	Creation of pilot individual personal development plans for academic staff	Vice-Rector's Office for Research and Development (12/2023)	- A template for individual plans is created - Number of individual plans is created

## Employees adaptation and a Welcome office

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	New employees' adaptation	Create a methodology for the process of adaptation of new employees and a form for an individual adaptation plan. Start implementing the onboarding training for new employees "Welcome to MVŠO "	HR Department (06/2023)	<ul style="list-style-type: none"> <li>- A methodology for the adaptation process of new employees is developed</li> <li>- A form for an individual adaptation plan is created</li> <li>- "Welcome to MVSO" onboarding training is implemented</li> </ul>
2.	Welcome office	Strengthen the care for new employees (both Czech and foreign). Strengthen pre- and post-employment care. Translate other relevant governing documents into English	HR Department (05/2023)	<ul style="list-style-type: none"> <li>- The Welcome office provides maximum care for new employees</li> <li>- Other relevant documents are translated into English</li> </ul>

## Employees involvement in the implementation of HRS4R

	Proposed ACTIONS	Action description	Timing / Responsible Unit	Indicator(s) / Target(s)
1.	Employees involvement in the implementation of HRS4R	Raising awareness; identification and involvement of MVSO staff in the implementation of HRS4R through meetings and other forms of communication.	HR Department, MVSO management (12/2023)	<ul style="list-style-type: none"> <li>- Number of meetings carried out</li> <li>- Update of the information about HRS4R on the MVSO website</li> <li>- Inclusion of information on HRS4R in the training of new employees within the adaptation process</li> </ul>

## Gender aspects

	<b>Proposed ACTIONS</b>	<b>Action description</b>	<b>Timing / Responsible Unit</b>	<b>Indicator(s) / Target(s)</b>
1.	Development of the Gender Equality Plan	Creation of the Gender Equality Plan, implementation of the gender audit, implementation of the Gender Equality Plan	HR Department, MVSO management (12/2024)	<ul style="list-style-type: none"> <li>- The Gender Equality Plan is developed</li> <li>- The Gender Equality Plan is audited</li> <li>- The Gender Equality Plan is published</li> <li>- The Gender Equality Plan is translated into English</li> </ul>
2.	Implementation of the Gender Equality Plan	Promotion of the principles of gender equality, informing employees	HR Department, MVSO management (03/2025)	<ul style="list-style-type: none"> <li>- Informative meetings and briefings are carried out</li> </ul>
3.	Publishing job offers on EURAXESS	All job offers concerning the positions of research workers will be published in English on EURAXESS	HR Department (06/2023)	<ul style="list-style-type: none"> <li>- Job offers published on EURAXESS</li> </ul>