TEMPLATE 3 – OTM-R Checklist – Upgrade

Case number: **2018CZ362991**

Name Organisation under review: Moravian Business College Olomouc

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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.

An Update in relation to Internal Review for Interim Assessment

OTM-R checklist for organisations					
	Open	Trans-parent	Merit-based	Answer: ++ Yes, *completely* +/-Yes, *substantially* -/+ 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, substantially*	The OTMR-R policy is incorporated into the existing Regulations for the Selection Procedure for the Recruitment of Academic Staff, at the moment, this Regulation awaits approval from the Ministry of Education, Youth and Sports. When approved, the document will be translated into English and published on the website of MVSO.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-Yes, substantially	There are Regulations for the Selection Procedure, partially included in the Regulations for the Selection Procedure for the recruitment of Academic Staff (awaits approval from the Ministry of Education, Youth and Sports).
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-Yes, substantially	Current employees have been informed of the OTM-R area during MVSO staff meetings; newly hired employees are informed by the HR Manager. Relevant information is available on the website of MVSO.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-Yes, substantially	During recruitment, el. communication in the form of skype call, email, phone is used.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-Yes, substantially	The quality control system is included in the Regulations for the Selection Procedure.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-Yes, substantially	Job offers are published on MVSO's communication channels, through social networks, relevant job portals, and through targeted advertising at universities. At the same time, at the level of the academic bodies of the college, specific researchers are sought and approached on the basis of personal ties. Interviews with applicants from abroad are conducted in English.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes, partially	The basics of the OTM-R policy have been incorporated into the relevant governing documents. These documents were translated into English and published; applicants from abroad may acquaint themselves with them.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/-Yes, substantially	We fully respect and proceed in accordance with the principles of the Charter and the Code.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	*+/-Yes, substantially*	We can provide researchers with self-realization in R&D, mobility programs, flexible working hours, part-time work, off-site work and an individual approach to reconcile family and working life. Employee feedback shows a strong satisfaction with these forms of support.
10. Do we have means to monitor whether the most suitable researchers apply?				*-/+ Yes, partially*	A directive is established specifying the selection procedure. The criteria are not sufficiently specified. In order to assess the suitability of the candidates, the tools used - with regard to the scope of the selection procedures - are designed as qualitative and based on individual comparison of candidates in time, assessing compliance of professional focus with MVSO excellence and quality and scope of publication outputs. The evaluation committee is always multi-member. As part of the implementation of the updated Action Plan measures, a tool, currently in its pilot phase, created to assess the work performance of researchers, assessing the suitability of its use for the recruitment process.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		*-- No*	This question will be solved within the updated Action Plan.
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, partially*	The job advertisements include elements foreseen in the relevant section of the toolkit. In the next period, we will focus on including all the elements.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		*-- No*	According to the updated Action Plan, job advertisements will be published also on EURAXESS.

Question				Rating	Description
14. Do we make use of other job advertising tools?	x	x		++ Yes completely	We publish our job vacancies on the MVSO's communication channels, through social networks, on relevant job portals, through targeted advertising at universities, and at the labor office.
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-Yes, substantially	We minimize the administrative burden on the candidate's side with regard to the valid legislation of the Czech Republic and the guidelines given in the Regulations for the Selection Procedure, which will be published upon confirmation by the Ministry of Education, Youth and Sports and translated into English. Additionally, a "Welcome Office" will be established to address the needs of applicants and newly hired employees.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-Yes, substantially	Information on the appointment of the selection committee is provided in the current Regulations for the Selection Procedure, which has been updated in accordance with the OTM-R policy (the document will be published when approved by the Ministry of Education, Youth and Sports).
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-Yes, substantially	General information on the composition of the selection committees is provided in the Regulations for the Selection Procedure, which has been updated in accordance with the OTM-R policy (the document will be published when approved by the Ministry of Education, Youth and Sports).
18. Are the committees sufficiently gender-balanced?		x	x	+/-Yes, substantially	The selection committee is appointed regarding the experience, knowledge, and expertise of individual members. No one is favored or discriminated against. The gender balance of the selection committee will be specified in connection to the creation of a Gender Equality Plan within the updated Action Plan.

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?			x	++ Yes completely	Clear guidelines for selection committees are set in the Regulations for the Selection Procedure for the Recruitment of Academic Staff.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++ Yes completely	We inform all applicants who participated in the selection process. We use various forms of communication channels (telephone, personal contact, e-mail).
21. Do we provide adequate feedback to interviewees?		x		++ Yes completely	We provide general feedback to each interviewee, which can be further specified if the interviewee is interested.
22. Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	The Employment Regulations describe to whom and how staff can lodge complaints.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objecties?				-/+ Yes, partially	The ways to ensure compliance with the OTMR policy rules are contained in the Regulations for the Selection Procedure for the Recruitment of Academic Staff which are complied with during the recruitment of employees. A system for an additional evaluation of the given procedures has not been implemented yet.