

## TEMPLATE 3 – OTM-R Checklist

Case number: **2018CZ362991**

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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>Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	<b>*Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ <b>Yes, partially</b>	The OTMR-R policy is partially incorporated into the existing Regulations for the Selection Procedure for the Recruitment of Academic Staff, but it is only available on the internal storage and requires an update.

2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>+/-Yes, substantially</b>	There are Regulations for the Selection Procedure, that need to be updated in accordance with OTM-R policy. This question is discussed under the Action Plan, point 3.4
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>-- No</b>	There is no training program in the area of OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>+/-Yes, substantially</b>	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	<b>-/+ Yes, partially</b>	The quality control system is partially included in the Regulations for the Selection Procedure which will be updated within the Action Plan, point 3.4
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>-/+ Yes, partially</b>	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. Previous negotiations were conducted mainly in Czech.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>-- No</b>	The process has been carefully assessed and measures for improvement have been proposed under the Action Plan, point 3.4.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>+/-Yes, substantially</b>	We fully respect and proceed in accordance with the principles of the Charter and the Code, which will be addressed in the Action Plan, point 3.1 - the update of the Code of Ethics.

9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>+/-Yes, substantially</b>	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?				<b>-/+ Yes, partially</b>	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 MVS0 excellence and quality and scope of publication outputs. The evaluation committee is always multi-member. As part of the implementation of the Action Plan measures, a tool will be created to assess the work performance of researchers, assessing the suitability of its use for the recruitment process.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<b>-- No</b>	This question will be solved within the Action Plan, point 3.4
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>-- No</b>	A structured job advertisement form, including its English version, will be developed as part of the Action Plan, point 3.4
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>-- No</b>	The EURAXESS portal is not currently used for the publication of job advertisements.

14. Do we make use of other job advertising tools?	x	x		<b>++ Yes completely</b>	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			<b>+/-Yes, substantially</b>	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 updated within the Action Plan, point 3.4
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<b>+/-Yes, substantially</b>	Information on the appointment of the selection committee is provided in the current Regulations for the Selection Procedure, which will be updated in accordance with the OTM-R policy within the Action Plan, point 3.4
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>-/+ Yes, partially</b>	General information on the composition of the selection committees is provided in the Regulations for the Selection Procedure, which will be updated in accordance with the OTM-R policy within the Action Plan, point 3.4.
18. Are the committees sufficiently gender-balanced?		x	x	<b>+/-Yes, substantially</b>	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 is not specified but will be addressed within the 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	-- No	A directive is created which specifies the selection procedure, but it does not clearly describe the merit assessment. According to the directive, the selection procedure is always multi-round. The evaluation committee is always multi-membered, consisting of both researchers and human resources management experts. This committee is then able to assess the professional focus, scope and quality of publication outputs, as well as the competencies of individual applicants.
<b>Appointment phase</b>					
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.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Currently, we do not have any system implemented that would evaluate the fulfillment of objectives arising from OTM-R policy. However, the Action Plan proposes a series of steps to improve the recruitment / selection procedure for researchers so that everything is in line with the OTM-R policy.