

Moravian Business College Olomouc

OTM-R Policy

Open, Transparent and Merit-based Recruitment

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Open, Transparent and Merit-based Recruitment at Moravian Business College Olomouc

Moravian Business College Olomouc, (hereinafter referred to as *MVSO*) endorsed the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers in 2020. In October 2020, MVSO was awarded the prestigious HR Excellence in Research Award (HR Award). By obtaining the Award, MVSO integrated the principles of the Charter and the Code into its Human Resources Strategy for Researchers, in line with the development of the European Research Area, the free movement of researchers, the principle of equal opportunities within research institutions, the promotion of mobility and cooperation, and the enhancement of the attractiveness of research careers.

1. The recruitment and selection procedure is laid down in the *Selection Procedure Code for Academic Staff Positions* which is registered with the Ministry of Education, Youth and Sports of the Czech Republic.
2. Staff are also guided by the relevant internal regulations and methodological guidelines, including the following documents:
 - a. Career Code,
 - b. Code of Ethics,
 - c. Welcome Office Methodology,
 - d. Work Regulations,
 - e. Directive on Commencement and Termination of Employment,
 - f. Basic Information for Staff (Staff Handbook),
 - g. Directive on Staff Evaluation and Remuneration.
3. These internal regulations and documents are available on the MVSO website.
4. All newly recruited staff are thoroughly informed of these internal regulations and documents prior to the commencement of their employment.
5. All phases of the recruitment and selection process are governed by the principles of openness, transparency and recognition of merit (hereinafter referred to as *OTM-R*), as laid down in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.
 - a. **Open** – Information about available positions is published openly via the mvso.cz website, professional portals, social media, and, for academic positions, also through the EURAXESS portal. Academic job postings are also available in English. All job advertisements are published in a gender-neutral manner. Recruitment decisions are made without consideration of gender, age, race, nationality, religion, worldview, sexual orientation, physical disability, social background, or personal wealth.
 - b. **Transparent** – All documents related to the recruitment process are made publicly available on the mvso.cz website for all potential applicants. All candidates are informed in advance about the selection timeline and criteria. All applicants are also notified of the outcome of the recruitment process.

- c. **Merit-based** – In the recruitment process, contribution is valued – including previous experience, achievements, and potential. By selecting employees based on merit, MVSO aims to ensure that each position is filled by the most suitable candidate.
6. The recruitment and selection process is the responsibility of the Chief Operating Officer (COO).
7. Handling of all documents related to the recruitment process complies with Regulation (EU) 2016/679 of the European Parliament and of the Council on the protection of natural persons with regard to the processing of personal data (GDPR).
8. To reduce administrative burden, all documents are requested in electronic form only (email, data box). Documents do not need to bear an electronic signature. Original documents are required only from candidates who are selected for employment.
9. Selected candidates are invited to the recruitment process and informed about how it will be conducted. Candidates who are not selected are notified accordingly.
10. In justified cases, such as long distances or physical limitations, interviews may be conducted via online communication.
11. The recruitment interview is always attended by the COO, the relevant manager, a HR specialist, and, where applicable, other relevant staff members.
12. Candidates are informed in advance about the composition of the selection committee and the interview procedure.
13. Candidate evaluation is transparent. Applicants are not disadvantaged on the basis of gender, age, nationality, or other protected characteristics.
14. Candidates are primarily assessed based on:
 - a. the level and quantity of experience and work achievements
 - b. commitment to lifelong professional development
 - c. research experience
 - d. experience in non-research activities (“third role”)
 - e. experience with mobility, including virtual mobility.
15. Career changes (interdisciplinary or intersectoral) or career breaks (e.g., parental leave) are not evaluated negatively; rather, they are considered part of career development and potentially valuable experience.
16. All candidates are informed about the outcome of the recruitment process. Unsuccessful candidates can request feedback, which will be provided.