

OTM-R Checklist

Case number: 2018CZ354372

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

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.

- 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

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	https://www.utb.cz/mdocs-posts/rules-governing-selection-procedures-for-academic-staff-positions-at-tbu/
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	Covered in Action Plan, Action 5, Action 7
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Existence of training programmes for OTMR Number of staff following training in OTM-R Covered in Action Plan, Action 5, Action 7
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	Web-based tool for (all) the stages in the recruitment process Covered in Action Plan, Action 5, Action 7
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	The quality control system for OTM-R will be created Covered in Action Plan, Action 5, Action 7
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Postdoctoral applications: 2016 – 6; 2017 – 30; 2018 16 (up to now) Open positions are announced on the web pages of TBU and the portal www.jobs.cz (only in Czech)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	Covered in Action Plan, Action 5, Action 7
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The TBU was given the award of “Fair Employer of the Zlín’s region” TBU offers benefits – university kindergarten, possibility of part-time job contracts

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	A total of 44 candidates (2015-2018) for the following positions: senior, junior researchers, director, holder of a doctorate, R&D operative.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	References, databases
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	TBU is the regional contact point for the EURAXESS project, which focuses on the mobility of researchers and students of doctoral and post-doctoral study programmes.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	Template for job position will be created Covered in Action Plan, Action 5
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the Organization /abroad Covered in Action Plan, Action 5
Do we make use of other job advertising tools?	x	x		++ Yes completely	www.jobs.cz, webpages of TBU
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Template for job position will be created - Development of an e-recruitment tool Covered in Action Plan, Action 5

				Suggested indicators (or form of
				measurement)
	Open	Transparent	Meritbased	Answer:
Selection and evaluation phase				
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially
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 substantially
Appointment phase				
Do we inform all applicants at the end of the selection process?		x		++ Yes completely
Do we provide adequate feedback to interviewees?		x		++ Yes completely
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely

Statistics on the composition of panels

<https://www.utb.cz/mdocs-posts/rules-governing-selection-procedures-for-academic-staff-positions-at-tbu/>

Female committee members ratio: 31% members

<https://www.utb.cz/mdocs-posts/rules-governing-selection-procedures-for-academic-staff-positions-at-tbu/>
Covered in Action Plan, Action 7

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<https://www.utb.cz/mdocs-posts/rules-governing-selection-procedures-for-academic-staff-positions-at-tbu/>
Covered in Action Plan, Action 7

Statistics on complaints – no complains yet

Suggested indicators (or form of

Overall assessment

Do we have a system in place

to assess whether OTM-R -- No on its objectives will be created delivers on its objectives?
Action 7

System to assess whether OTM-R delivers
Covered in Action Plan, Action 5,