

TEMPLATE 3 – OTM-R Checklist

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Name Organisation under review: Faculty of Arts, University of West Bohemia

Organisation's contact details: Sedláčkova 38, 301 00 Plzeň, Czech Republic

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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.

<i>OTM-R checklist for organisations</i>					
	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published our OTM-R policy online (in national language and in English)?	x	x	x	--	Note regarding the current state: OTM-R policy does not exist yet; it will be created and published

					<p>on the UWB website. The process of recruiting academics is governed by the Rules of Selection Procedures for the Recruitment of Academic Staff; however, internal legislation does not always reflect the principles of the Charter and the Code.</p> <p>Indicator: Creation of OTM-R policy and modification of internal legislation (see point 7 of the Action Plans (AP)).</p> <p>Target state: Full implementation of OTM-R principles at UWB.</p>
<p>2. Do we have an internal guide detailing unambiguous OTM-R procedures for all types of jobs?</p>	x	x	x	--	<p>Note regarding the current state: An internal guide does not exist. In the future, most internal guide functions will be fulfilled by updated internal legislation focusing on the recruitment process (see point 7 AP).</p> <p>Indicator: Updated internal legislation focusing on the recruitment process (see point 7 AP), focusing on academics and researchers, introducing a clear structure of scientific staff positions (see point 4 AP).</p> <p>Target state: Full implementation of OTM-R principles at UWB.</p>

<p>3. Is everyone involved in the recruitment and selection process adequately trained in OTM-R?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>-/+</p>	<p>Note regarding the current state: At present, primarily knowledge and ability based on experience is expected. There is no systematic training programme.</p> <p>Indicator: Creation of an educational programme for the proper conduct of selection procedures and training of at least 40 UWB employees (see point 9 AP).</p> <p>Target state: Raising the awareness of staff who are members of the selection committees of OTM-R principles; training of employees in this area.</p>
<p>4. Do we use (sufficiently) e-tools for recruitment?</p>	<p>x</p>	<p>x</p>		<p>+/-</p>	<p>Note regarding the current state: UWB publishes academic and scientific positions on the UWB website and Euraxess and plans to use this tool in all cases (see point 10 AP). At the same time, UWB uses the TEAMIO application, where the Human Resources Division can post vacancies on request of the University Parts. Usually the physical presence of the candidate at the job interview is foreseen, but a distance interview is not excluded.</p> <p>Indicator: Publication of 100% of vacancies of academic and scientific job positions on Euraxess</p>

					<p>(see point 10 AP); use of e-recruitment tools.</p> <p>Target state: Systematic use of e-recruitment tools, publishing 100% of vacancies of academic and scientific job positions on the Euraxess website.</p>
5. Do we have a quality control system in place for OTM-R?	x	x	x	-/+	<p>Note regarding the current state: Recruitment and selection is classified as a management process and is subject to common archiving procedures. To a limited extent, the Human Resources Division provides cooperation to the University Parts in selection procedures. OTM-R's on-going quality control procedures are not in place.</p> <p>Indicator: Training of employees of the Human Resources Division in the OTM-R area (see point 9 AP).</p> <p>Target state: The Human Resources Division staff will be fully trained in the OTM-R area and will accordingly provide cooperation to the University Parts, including better-quality counselling regarding the organization of selection procedures.</p>
6. Does our current OTM-R policy encourage external candidates to participate in selection procedures?	x	x	x	-/+	<p>Note regarding the current state: OTM-R policy does not exist yet; it will be created and published on the UWB website. Vacancies are published on</p>

					<p>the UWB website, Euraxess and by means of the TEAMIO application.</p> <p>Indicator: Posting all academic and scientific vacancies on Euraxess (see point 10 AP).</p> <p>Target state: Greater openness of the recruitment process.</p>
7. Is our current OTM-R policy aligned with policies to attract foreign researchers?	x	x	x	-/+	<p>Note regarding the current state: OTM-R policy does not exist yet; it will be created and published on the UWB website. Jobs published on the UWB website are exclusively in Czech.</p> <p>Indicator: As part of the internationalization strategy, support the recruitment of foreign experts: publication of 100% of the offers of academic and scientific vacancies in English (see point 5 AP).</p> <p>Target state: Increase the visibility of UWB among foreign candidates.</p>
8. Is our current OTM-R policy aligned with policies to attract under-represented groups?	x	x	x	+/-	<p>Note regarding the current state: Equal opportunities policy is implemented at UWB, but OTM-R policy does not exist yet. UWB rejects any discrimination (whether on the basis of gender, ethnicity, religion, etc.).</p> <p>Indicator: Creation of the university-wide OTM-R</p>

					policy; sustained emphasis on equal opportunities policy.
9. Is our current OTM-R policy aligned with policies creating attractive conditions for researchers?	x	x	x	+/-	<p>Note regarding the current state: The conditions for researchers at UWB are comparable to those of researchers in similar organizations, but there are lower wages compared to positions in the private sector or long-standing EU countries, which is due to public funding of universities. All employees have equal access to benefits; these benefits, however, are not sufficiently communicated across the University. The amendment to the Higher Education Act introduced a more relaxed working time mode allowing greater flexibility for academics, but not for researchers.</p> <p>Indicator: Improving the mechanism of communication of employee benefits across UWB, introduction of new benefits, introduction of flexible working hours for non-academic researchers.</p> <p>Target state: Increased employee awareness of benefits, introduction of new benefits for employees, introduction of flexible working hours for non-academic employees and, consequently,</p>

					creation of a more attractive environment for employees.
10. Do we have the means to monitor whether the most appropriate researchers are applying?				+/-	<p>Note regarding the current state: Central monitoring of this kind is not in place, but the members of individual selection committees are always experts in the given area and can therefore assess the candidate's qualities in a knowledgeable way.</p> <p>Indicator: Given the diversity of UWB Parts, the matter of evaluating the suitability of a candidate is left to the individual University Parts.</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	<p>Note regarding the current state: There are no unified templates for advertising job positions at UWB; each University Part has its own procedures. Euraxess is used for advertising some vacancies.</p> <p>Indicator: The absence of a single template, which should be based on a standardized job structure, will be addressed as part of the updated recruitment process in the context of adjusting relevant internal legislation and OTM-R policy (see points 4, 6 and 7 AP). Publication of all job</p>

					<p>vacancies on the Euraxess website (see point 10 AP).</p> <p>Target state: There are uniform templates for advertising vacancies that are linked to the structure of job positions at UWB.</p>
<p>12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?</p>	x	x		+/-	<p>Note regarding the current state: As part of advertising vacancies, brief information about UWB as an employer is usually published, including the job title, the amount of workload, information on the job description of the relevant job position, requirements of UWB as the employer towards the applicant (i.e. selection criteria) and information on the benefits that UWB offers to employees in the context of the advertised job position. The Rules of Selection Procedures also specify the requirements for advertising. Some points from the tool set according to Section 4.4.1 (a) are not published.</p> <p>Indicator: Updated template for advertising job vacancies (link with point 11 of OTM-R of this checklist).</p> <p>Target state: All elements are represented in the</p>

					job advertisement in accordance with Section 4.4.1 (a).
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/-	<p>Note regarding the current state: Euraxess is used to advertise some vacancies.</p> <p>Indicator: Publication of all job vacancies on the Euraxess website (see point 10 AP).</p> <p>Target state: Greater openness of the recruitment process.</p>
14. Do we make use of other job advertising tools?	x	x		++	<p>Note regarding the current state: UWB publishes academic and scientific positions on the UWB website as well as on Euraxess, and plans to use this tool at all times (see point 10 AP). At the same time, UWB uses the TEAMIO application, where the Human Resources Division can post vacancies on request of the University Parts.</p> <p>Indicator: Publication of academic and scientific vacancies on Euraxess (see point 10 AP) and on other job vacancy platforms.</p>
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	<p>Note regarding the current state: Yes, in the context of the selection procedure, only the documents necessary for the proper conduct of the</p>

					selection procedure are required from candidates, in accordance with both the rule of minimization of administrative burden and the GDPR regulations.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	<p>Note regarding the current state: The recruitment of academic staff is governed by the internal regulation the Rules of Selection Procedures for the Recruitment of Academic Staff, which also lays down the rules for the appointment of selection procedure committees. These Rules are available at: https://zeus-web.zcu.cz:7443/fcgi/verso.fpl/dload/21663/Rad_vyberoveho_rizeni_akad.prac-ZCU-11-04-2017_ENG.pdf - see in particular Article 3 of this regulation. However, it does not apply to the composition of the committees for the recruitment of scientific staff.</p> <p>Indicator: To lay down, in internal legislation, the principles applicable to the selection procedures of researchers according to the Charter and the Code and according to Section</p>

					4.4.2 a).
17. Do we have clear rules concerning the composition of selection committees?		x	x	+/-	<p>Note regarding the current state: The recruitment of academic staff is governed by the internal regulation the Rules of Selection Procedures for the Recruitment of Academic Staff, which also lays down the rules for the appointment of selection procedure committees. These Rules are available at: https://zeus-web.zcu.cz:7443/fcgi/verso.fpl/dload/21663/Rad_v_yberoveho_rizeni_akad.prac-ZCU-11-04-2017_ENG.pdf - see in particular Article 3 of this regulation. However, it does not apply to the composition of the committees for the recruitment of scientific staff.</p> <p>Indicator: To lay down, in internal legislation, the principles applicable to the selection procedures of researchers according to the Charter and the Code and according to Section 4.4.2 a).</p> <p>Target state: Internal legislation also applies to the constitution of selection committees for the recruitment of researchers.</p>
18. Are the committees sufficiently gender-balanced?		x	x	-/+	<p>Note regarding the current state: The recruitment of academic staff is governed by the internal regulation the Rules of Selection Procedures for</p>

					<p>the Recruitment of Academic Staff (see above). The current regulation, however, only regulates the composition of the committees in general, which will be dealt with as part of the update of the relevant internal legislation (see point 7 AP).</p> <p>Indicator: To lay down, in internal legislation, the principles applicable to the composition of selection procedure committees for recruitment of researchers according to the Charter and the Code and according to Section 4.4.2 (a).</p> <p>Target state: Internal legislation contains rules for the composition of selection procedure committees for the recruitment of researchers.</p>
<p>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?</p>			x	-/+	<p>Note regarding the current state: Given that the composition of the selection procedure committees is anchored at the University level only in general, the gender balance of the committees is not regulated; both genders are, however, usually represented in the committees during selection procedures.</p> <p>Indicator: To embed the rule of gender balance of selection procedure committees in the innovated internal legislation (see point 7 AP).</p>

					Target State: Selection procedure committees are gender-balanced.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	<p>Note regarding the current state: As a rule, all applicants are informed about the result (by e-mail or telephone). However, internal legislation does not include a requirement to inform unsuccessful candidates.</p> <p>Indicator: To include, in the updated internal legislation, the rule of informing all applicants (see point 7 AP).</p> <p>Target state: Increasing the transparency of the recruitment process.</p>
21. Do we provide adequate feedback to interviewees?		x		-/+	<p>Note regarding the current state: Applicants are usually only informed of the outcome of the selection procedure in the form: has/has not been selected. More detailed feedback is usually not provided, or its provision is at the discretion of the relevant selection procedure committee.</p> <p>Indicator: To embed the rule of providing feedback to candidates in the updated internal legislation (see point 7 AP).</p> <p>Target state: Increasing the transparency of the</p>

					recruitment process.
22. Do we have an appropriate complaints mechanism in place?		x		--	<p>Note regarding the current state: Internal legislation does not contain a description of how to resolve possible objections; however, no objections have been raised in the last three years.</p> <p>Indicator: The Human Resources Division will record objections raised; the innovated legislation will describe the procedure for raising objections.</p> <p>Target state: Increasing the transparency of the recruitment process.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					<p>Note regarding the current state: OTM-R policy does not exist yet, so the question cannot be answered.</p> <p>Indicator: The Human Resources Division will continuously assess compliance with the OTM-R principles in connection with the implementation of the Action Plans.</p>