



OTM-R Checklist



EUROPEAN UNION
European Structural and Investment Funds
Operational Programme Research,
Development and Education



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.

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	<i>-/+ Yes, partially</i>	SU does not currently have an OTM-R policy in place, so it is not even published online or available in English. However, certain principles have already been defined in the SU Statute and other internal regulations and standards. SU Statute and internal regulations are available online.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>-/+ Yes, partially</i>	At present, the process of selection procedures at SU is subject to the Recruitment Policy on the basis of which the positions of academic staff, senior staff of faculties and other parts of the university, the bursar and faculty secretaries are filled. The Candidate Selection procedure for (non-academic) researchers does not currently have clearly defined criteria. The Recruitment Policy is currently not available in English.



3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>-/+ Yes, partially</i>	In the area of OTM-R policy, participants in the process are not currently systematically trained, however, all relevant persons are acquainted with the procedures within the Recruitment Policy.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>-/+ Yes, partially</i>	Potential candidates can respond to advertisements themselves through the advertising platforms. Skype interviews or telephone conferences are also used to communicate with foreign applicants. The online portal Jobs.cz and also the portal of the Job Centre are occasionally used for relevant positions.
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-- No</i>	Currently, SU has no control system set up. The planned recruitment policy will be based on the principles of OTM-R, i.e. selection procedures will be fully transparent for the possibility of quality control.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>-/+ Yes, partially</i>	<p>The announcement of the selection procedure is published in the public part of the university's website and the relevant part in Czech, or, if relevant, also in English or other languages. The basic portal for publishing is: https://www.slu.cz/slu/cz/volnamista</p> <p>There is a lack of translation of relevant documents (such as the application for a position) and the entire portal into English.</p> <p>Relevant foreign networks and platforms are also used for R&D positions, however, Euraxess has so far only been used in one department (The Institute of Physics).</p>



					Information on individual applicants (number of applicants/invited, from/outside SU, abroad/Czech Republic, women/men) is generally monitored over time and is kept at the personnel department, however, it has not been systematically worked with so far.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-/+ Yes, partially Maybe not</i>	SU has no existing OTM-R policy. The shortcoming is the lack of an English version of the portal with job opportunities, as well as a single portal with information on science and research at SU for foreign candidates. The publication of vacancies is in the competence of individual departments, which also use relevant foreign sources for their publication, e.g.: the European Mathematical Society, the American Mathematical Society, etc.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>+/-Yes, substantially</i>	Although SU does not currently have an OTM-R policy, the principle of non-discrimination (for example, against age) and equal opportunities for women and men is observed in the relevant internal documents and is also a natural part of life at SU. The forthcoming recruitment policy will follow these principles and will fully respect and support them.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>++ Yes, completely</i>	Although SU does not currently have an OTM-R policy, it offers researchers a system of both work benefits and other attractive working conditions that support their research and creative activities. Regardless of their job classification, R&D employees have



					<p>access to all necessary research resources such as IT equipment, electrical resources, databases, laboratories, libraries, etc. According to the Career Code, the tools for supporting career development include: the possibility of adjusting working conditions, support for active participation in conferences, in foreign mobilities, support for improving language and other professional competencies, creative leave, support for facilities for harmonisation of R&D and pedagogical activities, consultancy in applying for grants, etc. In addition, SU staff can use flexible working hours, part-time work, and various types of contracts. The provision of social ties and assistance with administrative tasks is supported for newly arrived foreign workers.</p> <p>These working conditions are fully in line with the principles of non-discrimination and equal opportunities.</p> <p>According to the results of the questionnaire survey:</p> <ul style="list-style-type: none"> - 96% of respondents believe that current working conditions allow for flexible working hours (definitely not 0%, rather not 2%). Of these, as many as 95% of respondents use it (definitely not 1%, rather not 2%) - 81% of respondents believe that current working conditions make it possible to combine family life with work (definitely not 3%, rather not 11%)
10. Do we have means to monitor whether the most				-- No	SU does not have a tool to verify that suitable candidates are responding to job offers. The aim of the selection committees and their members is to select the most



suitable researchers apply?					suitable candidate in the selection procedure, whose profile meets the requirements for the position in question. If none of the candidates meets these set criteria, the position remains vacant and the Candidate Selection procedure is announced repeatedly.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-Yes, substantially	<p>The SU Recruitment Policy regulates the procedures for publishing vacancies, however, they are not relevant for non-academic R&D staff. To recruit researchers for posts within individual projects a standard procedure is applied depending on the conditions of the project notice and an approved application.</p> <p>Examples of the offer of vacant positions are fully within the competence of the departments. The notice of recruitment must be in accordance with the Recruitment Policy and must include: job title; requirements for the position to be filled; estimated commencement date; required documents (professional CV is always required); requirements for education, experience, expertise, details of employment, duration of employment contract, benefits, deadline and place for submitting the application; at least the approximate date of test, personal interview or lecture, if held.</p> <p>In addition, it usually states other requirements (e.g.: for education, practical experience, expertise) and conditions of employment (duration of employment contract, benefits, etc.).</p>



					Each individual department usually has a uniform style and form of advertisements, however, there is no universal template.
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, substantially	<p>According to the Recruitment Policy, the job offer always includes:</p> <ul style="list-style-type: none"> - job title - requirements for the position to be filled - estimated commencement date - required documents (professional CV is always required) - deadline and place for submitting the application - at least the approximate date of test, personal interview or lecture, if held. <p>The scope of work is not part of the advertisement, it is documented in the employment contract.</p> <p>The Recruitment Policy lacks: job description, information on the number of vacancies (indicated for some), career growth opportunities, information on the course of the selection procedure in the part "Announcement of the Candidate Selection procedure".</p> <p>The recruitment system is in full compliance with the valid Act No. 101/2000 Coll., On the protection of personal data and on the amendment of certain acts.</p>
13. Do we make full use of EURAXESS to ensure our research	x	x		-- No	The different departments use relevant foreign networks and platforms of the European Mathematical Society and the American Mathematical Society to fill individual R&D



vacancies reach a wider audience?					positions, however, Euraxess is still used in only one department (the Institute of Physics). Information on individual applicants (number of applicants/invited, from/outside SU, abroad/Czech Republic, women/men) is generally monitored over time and is kept at the personnel department, however, it has not been systematically worked with so far.
14. Do we make use of other job advertising tools?	x	x		<i>+/-Yes, substantially</i> or <i>-/+ Yes, partially</i>	The basic portal for publishing vacancies at SU is: https://www.slu.cz/slu/cz/volnamista The departments also use the daily press and relevant foreign networks such as: European Mathematical Society, American Mathematical Society.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes, completely	We constantly strive to minimise and not to increase the administrative burden of individual applicants for vacancies. The goal is above all, to enable the individual candidates to present themselves and their achieved results, so that administrative duties do not hinder the course of the procedure itself. Applicants are also allowed to send documents electronically.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>-/+ Yes, partially</i>	The selection of members of the committees at SU is governed by the valid Recruitment Policy which sets out the conditions for setting up the selection committee and the course of the selection procedure. For the selection procedure, the Dean of the relevant faculty or the Rector establishes a selection committee and appoints its



					<p>chairman. There is always an odd number of members in the committee and they usually come from within the academic staff of the university.</p> <p>The Recruitment Policy does not apply to scientific (non-academic) staff. The Policy will be updated according to the conditions of the OTM-R policy.</p>
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>-/+ Yes, partially</i>	<p>The general definition of the selection committee is given in the SU Recruitment Policy. The conditions for the appointment of the committees are within the Recruitment Policy described very generally (the principle of gender and the emphasis on combining the various professional knowledge and skills of members are missing).</p> <p>There is a lack of concrete incorporation of individual principles of the Code - for example, the principle of gender, emphasis on the combination of various professional knowledge and skills of the members, or their minimum number. The Recruitment Policy does not apply to non-academic researchers. To recruit researchers for posts within individual projects a standard procedure is applied depending on the conditions of the project notice and an approved application.</p> <p>The policy will be updated according to the conditions of the OTM-R policy.</p>
18. Are the committees sufficiently gender-		x	x	<i>+/-Yes, substantially</i>	<p>The principle of equal opportunities between men and women in selection committees is naturally observed with regards to the relevance of each member of the</p>



balanced?					<p>committee, without being enshrined in writing anywhere. Members of the committee are individually chosen according to the requested vacancy, making it so-called tailor-made and based on their knowledge, experience and expertise.</p> <p>During the procedure, candidates are treated in accordance with the principle of non-discrimination, i.g.: regardless of their gender, age, ethnic, national or social origin, religion, sexual orientation, language, disability, political opinions or other social and economic conditions.</p> <p>The policy will be supplemented by individual principles according to the Code of Conduct for the recruitment of researchers and the conditions of the OTM-R policy.</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?			x	-/+ Yes, partially	<p>The criteria for the selection of candidates are not yet specified in the internal standards and regulations of SU, in practice these criteria result from the requirements of the vacancies (or project positions). Currently, the following criteria are used in practice: highest achieved qualifications, research results (ratio of quality and quantity), experience in the field and practical knowledge, foreign experience, knowledge of foreign languages, invitations to lectures at international conferences, citations and similar responses to results , grants gained, experience in leading doctoral students, compliance with the focus of scientific activities of the workplace, etc. During the selection procedure, the committee takes into account both scientific outputs of the potential employees and managerial experience gained</p>



					<p>(project management, team leadership, mentoring), etc. The committee is always composed to be able to objectively assess and select the most suitable candidate in the light of all his relevant experience and skills, whether he comes from the public or the private sector.</p> <p>The Recruitment Policy is only in Czech. The Recruitment Policy will be updated and supplemented with a more detailed specification of the assessment of the merits of the candidates.</p>
Appointment phase				7	
20. Do we inform all applicants at the end of the selection procedure?		x		++ Yes, completely	<p>After the selection procedure is completed, each candidate is notified of the positive/negative result of his presentation.</p> <p>Feedback on the reasons for non-acceptance is provided according to the practice of the individual departments, and is always provided upon request.</p> <p>Different tools are used for communication depending on the nature of the position and the selection procedure.</p>
21. Do we provide adequate feedback to interviewees?		x		+/-Yes, substantially	<p>We always provide feedback on the results of the selection procedure.</p> <p>Feedback on the reasons for non-acceptance is provided according to the practice of the individual departments, and is always provided upon request.</p>



					There is no formal obligation to provide feedback to candidates on the weaknesses and strengths of their presentation.
22. Do we have an appropriate complaints mechanism in place?		x		+/-Yes, substantially	<p>Complaints concerning selection procedures are subject to Rector's Directive no. 4/2018 on dealing with complaints, notifications, suggestions delivered to the Silesian University in Opava and to the procedure for providing information on request, which defines the procedure for filing and reviewing possible complaints by both students and employees or other entities.</p> <p>The central filing office, the filing office of a department or an employee of the university are the recipients of complaints. In the case of an oral complaint there is a template for recording the complaint or suggestion. All SU employees can also turn to a trade union.</p> <p>The record of complaints according to Directive no. 4/2018 is in the competence of the Legal Department, within the section of the SU Bursar.</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	<p>Due to the absence of an OTM-R policy, a system that evaluates whether and how the set OTM-R objectives are met is currently not yet implemented in the SU.</p> <p>In accordance with the Action Plan and the GAP analysis, the SU will prepare, as a part of the implementation, an</p>



					<p>update of the Recruitment Policy and the OTM-R Strategy of the Silesian University will be created. The current rules will be supplemented by partial missing OTM-R principles set by the European Commission. Thanks to this procedure, the policy of recruitment and selection of staff will be unified across the entire university. The Recruitment Policy will newly specify the recruitment and selection of all R&D employees.</p>
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