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Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2020CZ372190

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

Organisation's contact details: Univerzity 22, Pilsen, 30100

Submission date: 23/04/2021

Date endorsement charter and code: 20/02/2020

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.
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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	++ Yes completely	Note regarding the current state: OTM-R policy exists; it is published on the UWB website: https://www.rektorat.zcu.cz/cs/Divisions/OHR/documents.html .
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Note regarding the current state: Internal legislation focusing on the recruitment process for researchers is in line with OTM-R policy - Rector's Directive 4/2021 "Rules for the recruitment of specialists in the area of science, research and development". Introducing a clear structure of scientific staff positions - updated internal regulation "Internal salary regulation of the UWB". Indicator: Updated internal recruitment process for academics and researchers at FEC. Internal guide setting out clear OTM-R procedures and practices for all types of positions. Target state: Full implementation of OTM-R principles at UWB and FEC. Recruitment of new employees takes place according to the established FEC rules.

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Is everyone involved in the process sufficiently trained in the area of OTM-R?

x

x

x

+/- Yes substantially

Note regarding the current state: At present, primarily knowledge and ability based on experience is expected. Participation in the training is at the voluntary discretion of the employee. There is no systematic training programme for FEC staff. Indicator: Creation of an educational programme for the proper conduct of selection procedures and training. Target state: Raising the awareness of staff who are members of the selection committees of OTM-R principles. At least the management of FEC and the heads of departments will be trained in this area.

Do we make (sufficient) use of e-recruitment tools?

x

x

+/- Yes substantially

Note regarding the current state: UWB publishes academic and scientific positions on the UWB website and Euraxess (mainly scientific positions) and plans to use Euraxess in all cases. Usually the physical presence of the candidate at the job interview is foreseen, but a distance interview is not excluded (in the last year, job interviews were conducted only online). Indicator: Publication of 100% of vacancies of academic and scientific job positions on Euraxess; use of e-recruitment tools. Target state: Systematic use of e-recruitment tools, publishing 100% of vacancies of academic and scientific job positions on the Euraxess website.

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have a quality control system for OTM-R in place?

x

x

x

+/- Yes substantially

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 in place only at the university level, not the faculty. Indicator: Training of employees of the Human Resources Division in the OTM-R area. Created methodology based on the principles of OTM-R policy at the faculty level. Update and determine the details of the minutes of the recruitment commission meeting. Target state: The Human Resources Division staff be fully trained in the OTM-R area and accordingly provide cooperation to the University Parts, including better-quality counseling regarding the organization of selection procedures. Selected FEC staff will be trained in the OTM-R area.

Does our current OTM-R policy encourage external candidates to apply?

x

x

x

+/- Yes substantially

Note regarding the current state: OTM-R policy exists; it is created and published on the UWB website. Vacancies are published on the UWB website and scientific on Euraxess and other portals (e.g. ResearchGate, jobs.ac.uk). Indicator: Posting all academic and scientific vacancies on Euraxess. Target state: Openness of the recruitment process.

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Is our current OTM-R policy in line with policies to attract researchers from abroad?

x

x

x

+/- Yes substantially

Note regarding the current state: Jobs offers published on the UWB website are in Czech and on the Euraxess website in English.
Indicator: Publication of 100% of the offers of academic and scientific vacancies in English.
Target state: Visibility of UWB among foreign candidates.

Is our current OTM-R policy in line with policies to attract underrepresented groups?

x

x

x

++ Yes completely

Note regarding the current state: Equal opportunities policy is implemented at UWB. UWB rejects any discrimination (whether on the basis of gender, ethnicity, religion, etc.).
Indicator: University-wide OTM-R policy; sustained emphasis on equal opportunities policy.

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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 substantially

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. Indicator: Improving the mechanism of communication of employee benefits across UWB, introduction of new benefits. Target state: Increased employee awareness of benefits, introduction of new benefits for employees.

Do we have means to monitor whether the most suitable researchers apply?

-/+ Yes partially

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. Indicator: If applicable, assessment of the applicants based on their previous scientific results in the context of the methodology used for evaluation of academic staff of faculty.

Advertising and application phase

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?

x

x

+/- Yes substantially

Note regarding the current state: There are unified templates for advertising job positions at UWB, but not every University Part uses them, each University Part has its own procedures. Euraxess is used for advertising some vacancies. Indicator: Publication of all job vacancies on the Euraxess website. Using templates for advertising job positions. Target state: FEC has clear guidelines and templates for advertising academic and researcher positions.

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

Note regarding the current state: As part of advertising vacancies, brief information about UWB/FEC 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. Some points from the tool set according to Section 4.4.1 are not published - professional development opportunities, career development prospects. Indicator: Updated template for advertising job vacancies (link with previous point of OTM-R of this checklist). Target state: All elements are represented in the job advertisement in accordance with Section 4.4.1.

<input type="checkbox"/> An official website of the European Union	How do you know?			Answer:	Suggested indicators (or form of measurement)
Open	Transparent	Meritbased			
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Note regarding the current state: Euraxess is used to advertise research vacancies. Indicator/Target state: Publication of all job vacancies (research and academic vacancies) on the Euraxess website.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	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. Indicator/Target state: Publication of academic and scientific vacancies on Euraxess and on other job vacancy platforms.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Note regarding the current state: In the context of the selection procedure, only the documents necessary for the proper conduct of the 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					

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear rules governing the appointment of selection committees?

x

x

+/- Yes substantially

Note regarding the current state: The recruitment of academic staff is governed by the internal regulation "Selection procedure regulations for UWB academic staff recruitment", the recruitment of researcher staff by the Rector's directive "Rules for the recruitment of specialists in science, research and development". The internal legislation lays down some rules for the appointment of selection procedure committees. Indicator: To lay down, in internal documents, the principles applicable to the composition of selection procedure committees for recruitment of researchers and academic staff according to the Charter and the Code. Moreover, statistics on the composition of panels will be implemented. Target state: Internal legislation/documents contains rules for the composition of selection procedure committees for the recruitment of researchers and academic staff.

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear rules concerning the composition of selection committees?

x

x

+/- Yes substantially

Note regarding the current state: Clear rules are set for the selection committee in the case of researcher recruitment. The regulation "Selection procedure regulations for UWB academic staff recruitment" stipulates only the minimum number of members of selection committee. Indicator: To lay down, in internal documents, the principles applicable to the composition of selection procedure committees for recruitment of researchers and academic staff according to the Charter and the Code. Moreover, statistics on the composition of panels will be implemented. Target state: Internal legislation/documents contains rules for the composition of selection procedure committees for the recruitment of researchers and academic staff.

Are the committees sufficiently gender-balanced?

x

x

+/- Yes substantially

Note regarding the current state: The gender balance of the committees is regulated by the internal legislation only for the selection process of researchers, but not for academics. Both genders are, however, usually represented in the committees during selection procedures. Indicator/Target State: Selection procedure committees are gender-balanced.

<input type="checkbox"/> An official website of the European Union	How do you know?			Suggested indicators (or form of measurement)
	Open	Transparent	Meritbased	Answer:
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 Note regarding the current state: The internal regulation "Selection procedure regulations for UWB academic staff recruitment" and directive "Rules for the recruitment of specialists in science, research and development" contain a brief description of the method of assessing the applicants. Indicator: Further elaboration of rules for the evaluation of "substantiation" also in the case of the recruitment of researchers in OTM-R policy. Target state: Increasing the transparency of the recruitment process.
Appointment phase				
Do we inform all applicants at the end of the selection process?	x			++ Yes completely Note regarding the current state: All applicants are informed about the result of the selection process(by e-mail).
Do we provide adequate feedback to interviewees?	x			+/- Yes substantially Note regarding the current state: The rules for feedback for applicants are set only for the selection of researchers. Indicator: Set a rule to provide feedback to candidates. Target state: All interviewees will be informed of their strengths and weaknesses.

<input type="checkbox"/> An official website of the European Union	How do you know?			Suggested indicators (or form of measurement)
	Open	Transparent	Meritbased	Answer:
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially Note regarding the current state: Internal legislation does not contain a description of how to resolve possible objections. Indicator: The Human Resources Division will record objections raised; the innovated legislation will describe the procedure for raising objections. Target state: Increasing the transparency of the recruitment process.
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially Note regarding the current state: The principles of the OTM-R policy are set out last year. Fulfillment of their goals is checked and evaluated by the Human Resources Division. Indicator/Target state: UWB (The Human Resources Division) and FEC will continuously assess compliance with the OTM-R principles in connection with the implementation of the Action Plans.