

TEMPLATE 3 – OTM-R Checklist

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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 a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-+ Yes, <i>partially</i>	We currently follow Masaryk University Selection Procedure Regulations . The document is available in English and Czech for all candidates on the University's website. Nowadays, it contains some OTM-R principles, but not all of them.

					We plan to cooperate on university's OTM-R policy and to publish it online once it is ready. We also plan to fully include principles 16-20 to be implemented into our faculty's OTM-R guide. See ACTION PLAN
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>	We currently have Masaryk University Selection Procedure Regulations . It is available in Czech and in English. We are going to prepare an OTM-R policy at the university level and an internal guide for the Faculty of Education for recruitment purposes which will include OTM-R principles.. See ACTION PLAN
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- <i>No</i>	We intend to schedule OTM-R training for key employees included in the selection committee and employees from HR department. See ACTION PLAN
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-+ <i>Yes partially</i>	We post vacancies online, we accept CVs online, we support Skype interviews whenever possible. We are going to start posting vacancies on Euraxess. See ACTION PLAN .
5. Do we have a quality control system for OTM-R in place?	x	x	x	-- <i>No</i>	We do not have a quality control system in place.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-+ <i>Yes partially</i>	We post vacancies in Czech and English on the University's website, and on the website Jobs.cz. We also post vacancies on the Unijobs websites . We are going to post vacancies on Euraxess. We are going to add information about departments or Institutes in order to provide external candidates with more information about the workplace. See ACTION PLAN .
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- <i>No</i>	We are going to include information about life in the Czech Republic and especially Brno for candidates from abroad. We also plan to work on

					the self-presentation of our departments and institutes. See ACTION PLAN
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-+ <i>Yes partially</i>	<p>We follow the Masaryk University Selection Procedure Regulations, which contains a principle of non-discrimination of candidates during the selection process.</p> <p>We do not have any statistics for this point. But we offer candidates from underrepresented groups the following benefits: We have a childcare group “Pidimuňátka” for our employees’ children. Our premises are wheelchair accessible.</p> <p>At the University level, we intend to continue working closely with the University’s International staff office, which offers support to employees from abroad, and to monitor any gaps in this area. See ACTION PLAN</p> <p>We intend to strengthen the judging merit principle to our recruitment process. See ACTION PLAN</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+ - <i>Yes substantially</i>	<p>As for benefits, we offer 40 days of holiday allowance to academic employees, contribution to pension insurance, meal vouchers, internal courses, childcare group “Pidimuňátka”, events for employees and others. We plan to include them directly in the job advertisements.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				+ - <i>Yes substantially</i>	<p>We can access indicators signifying the suitability of candidates for a job. We track the number of candidates who applied for a job, the number of invited candidates for an interview and the order of successful candidates. If permission is granted, we keep the successful candidate’s CV for one year</p>

					after the interview for contacting them if a similar vacancy appears. We keep information regarding recruitment strictly confidentially.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-+ <i>Yes partially</i>	We have a basic template for a job advertisement. We plan to enrich it by including weighting recruitment criteria system and the job responsibilities. See ACTION PLAN
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-+ <i>Yes partially</i>	Currently, we have a template for a job advertisement. It contains the job requirements and candidates can access basic University benefits. We plan to add more information to the job advertisement template (for example the faculty's benefits or information about the workplace). See ACTION PLAN
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- <i>No</i>	We are going to start posting vacancies on Euraxess. See ACTION PLAN
14. Do we make use of other job advertising tools?	x	x		++ <i>Yes completely</i>	We use the Muni jobs advertisement section on the webpages, Jobs.cz, the UNIJOBS website and occasionally we use Research Gate .
15. Do we keep the administrative burden to a minimum for the candidate?	x			+ - <i>Yes substantially</i>	Candidates are asked to send us documents that are important for assessing the suitability of the candidate for the job through our e-tool. We require the candidate's CV, cover letter, copy of the most recent university Diploma (simple copy at this stage) and overview of professional experience. The administrative part is only included in the process for successful candidates.
Selection and evaluation phase					

16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>+-Yes substantially</i>	Yes, we do. Rules are included in the Masaryk University Selection Procedure Regulations . (https://www.muni.cz/en/about-us/official-notice-board/rad-vyberoveho-rizeni-mu).
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>-- Yes partially</i>	We follow the Masaryk University Selection Procedure Regulations . The document outlines basic rules on the size of the committee and gives rules on who can be a member of the committee and who can not be in the committee. We plan to recommend having a gender-balanced committee whenever possible with regards to the expertise of potential members of the committee. See ACTION PLAN
18. Are the committees sufficiently gender-balanced?		x	X	<i>-- No</i>	We plan to recommend having a gender-balanced committee whenever possible with regards to the expertise of potential members of the committee. ACTION PLAN
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	<i>+- Yes, partially</i>	The Czech law and the Masaryk University Selection Procedure Regulations help committee members to prioritize the merits of all candidates before other aspects of their candidacy. We plan to strengthen the "judging merit" principle to our recruitment process. It is going to be implemented in our OTM-R guide. See ACTION PLAN
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		<i>++ Yes</i>	All candidates receive an email once the selection process is closed. We also publish the results of selection procedures to ensure the transparency of our recruitment process.
21. Do we provide adequate feedback to interviewees?		x		<i>+- Yes, partially</i>	Currently, we provide feedback only at the request of the interviewee.

					We plan to standardize the records from the recruitment process done by the committee. This step will be the basis for appropriate feedback. See ACTION PLAN
22. Do we have an appropriate complaints mechanism in place?		x		-+ Yes, partially	All external applicants can access the complaint process procedure and follow it in case of doubt.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>+ -Yes substantially</i>	We follow the Masaryk University Selection Procedure Regulations , which provides guidelines to hire the most suitable candidate for the vacancy. We are going to schedule recruitment training for members of the selection committee. See ACTION PLAN