

TEMPLATE 3 – OTM-R Checklist

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Faculty of Pharmacy of Masaryk University

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OTM-R Checklist

Specific checklist for self-evaluation in the field of open, transparent and merit-based recruitment (OTM-R). Please indicate the current situation and details regarding the indicators and the method of measurement.

The “Open”, “Transparent” and “Merit” checkboxes indicate the type of principles and procedures which apply to questions as indicated in detail in the Code of Ethics and Charter for Researchers. They are pre-set within the E-HRS4R tool and cannot be modified. No suggestions for the institute action are necessary.

The difference between the “+/- Yes, substantially” and “-/+ Yes, partially” evaluation is that in the first case, the volume of remaining workload until completion is generally small in comparison to the effort invested in this activity, meanwhile in the second case the volume of the remaining workload is the same or more work than currently done is needed.

OTM-R Checklist for organisations					
	Open	Transpar ent	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	--	The internal OTM-R policy of the Faculty of Pharmacy at MU has not been published yet.
2. Do we have an internal guide setting our clear OTM-R procedures and practices for all types of positions?	x	x	X	-/+	Recruitment at the Faculty of Pharmacy is carried out in accordance with the MU Selection Procedure Regulations which does not specify in more detail the procedures in the field of recruitment in regards to the OTM-R policy. An internal guide which would establish clear procedures in the area of OTM-R has not been created.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	Due to the absence of an internal OTM-R document, the participants in the process do not receive any training in this area at the moment.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		++	Yes, all open positions are published online on the MU career website or Euraxess. The application is completed through the MU career website. The interview invitation is sent by email or is communicated via a phone call. If necessary, it is possible to use other online tools such as Teams application for online interviews.
5. Do we have a quality control system of OTM-R in place?	x	x	x	--	Due to the absence of an internal OTM-R document at the Faculty of Pharmacy, no specific control system has been put in place so far.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	The OTM-R policy at the Faculty of Pharmacy has not yet been formally implemented, however it can be said that the current recruitment setting sufficiently encourages external candidates to apply. All open positions are advertised on the MU career website; academic positions are additionally advertised also in English, selected academic positions are advertised on the Euraxess portal, Facebook is also used for the advertising purposes. Due to this, enough external candidates apply.
7. Is our current OTM-R policy in line with the policies to attract researchers from abroad?	x	x	x	-/+	The OTM-R policy at the Faculty of Pharmacy has not yet been formally implemented. In reality, many OTM-R principles which are aimed at

					attracting foreign researchers are applied, e.g., advertising in English, advertising on foreign portals, and selected sections of the Faculty of Pharmacy website are available in English.
8. Is our current OTM-R policy in line with policies to attract (currently) under-represented groups?	x	x	x	-/+	The OTM-R policy at the Faculty of Pharmacy has not yet been formally implemented. No specific measures aimed at under-represented groups are in place. In the area of recruitment, the importance of gender diversity of work teams is perceived on an informal level.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	The OTM-R policy at the Faculty of Pharmacy has not yet been formally implemented. Working conditions at the Faculty of Pharmacy correspond to funding possibilities of the institution in regards to institutional support and success rate in obtaining external resources. The faculty offers fair working conditions including competitive benefits such as flexible working hours, home office, Sabbatical leave, etc.
10. Do we have means to monitor whether the most suitable researchers apply for the vacancies?				-/+	Currently we do not have a specific tool for monitoring whether the most suitable researchers apply for job vacancies. However, the quality and number of candidates are assessed by the HR department as part of the ongoing selection process.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	Advertising of open positions is in accordance with the content of the MU Selection Procedure Regulations; however, the Faculty of Pharmacy does not have any internal methodology which would specify this area in more detail.
12. Do our job advertisements include references/links to all the features which arise as prerequisites in the relevant section of the toolkit?	x	x		+/-	In the published job offers we refer to the protection of personal data according to GDPR and to the website of the Faculty of Pharmacy. However, the information about the opportunities of career development, Sabbatical leave or salary is missing.

13. Do we make full use of EURAXESS to ensure our offers of vacancies for research positions reach the widest possible target group?	x	x		++	Yes, the Faculty of Pharmacy uses the Euraxess portal specifically for advertising selected academic positions (e.g., professors, associate professors).
14. Do we make use of other job advertising tools?	x	x		++	Yes, open positions are published on the official notice board of the Faculty of Pharmacy and on the MU career website. Non-academic positions are also published on the job portal www.jobs.cz. Of the social networks, only Facebook is currently used for advertising.
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Yes, we try to minimize the administrative burden of applicants – candidates apply through the MU online system, required documents are sent electronically.
Selection and evaluation phase					
16. Do we have clear rules for appointing selection committees?		x	x	-/+	The MU Selection Procedure Regulations generally outline the conditions of appointing members of selection committees for academic positions – for example, the number of members in the committee is established, mandatory attendance of a foreign participant is established for the assistant professor and professor positions, etc. However, appointing of selection committees for non-academic positions is currently not formally anchored.
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	The MU Selection Procedure Regulations generally stipulate the composition of selection committees; however, the conditions of the composition of selection committees under the European Charter and Code (e.g., gender balance of the committee) are not specified.
18. Are the committees sufficiently gender-balanced?		x	x	-/+	The MU Selection Procedure Regulations generally deal with the composition of selection committees, however, they do not specify the requirements for their gender balance. On an informal level though, gender balance of the selection committees is often successfully reached.

19. Do we have clear guidelines for selection committees which help to assess 'merit' in a way that leads to the selection of the most suitable candidate?			x	--	The MU Selection Procedure Regulations do not specify the evaluation criteria during recruitment. The members of the selection committees are not methodically trained in how to assess the "merits" of the candidates in order to select the most suitable candidate.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	Yes, all applicants are informed of the result by e-mail after the end of the selection procedure. Alternatively, successful candidates are contacted with the offer by telephone.
21. Do we provide adequate feedback to the interviewees?		x		++	Yes, all candidates receive general feedback. Upon request, the candidate is provided with detailed feedback including the applicant's strengths and weaknesses.
22. Do we have an appropriate complaints mechanism?		x		-/+	Complaint submission is regulated by the Rector's Directive No. 3/2008, Submitting and processing complaint at MU. However, there are no specific conditions for submitting complaints about the recruitment procedure or its result established.
Overall assessment					
23. Do we have a system in place to assess whether the OTM-R meets its objectives?				--	Due to the absence of an internal OTM-R document at the Faculty of Pharmacy, currently there is no formalized system of assessment of respecting the OTM-R policy.