

## OTM-R Checklist of Faculty of Mechanical Engineering of UWB

### (October 2018)

	Open	Transparent	Merit-Based	Answer: ++ Yes, <i>completely</i> +/- Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	*Suggested Indicators (or form of measurement)
<b>OTM-R System</b>					
1. Have we published a version of our OTM-R Policy online (in the national language and in English)?	x	x	x	-	OTM-R Policy does not exist yet; it will be prepared and published at the UWB website
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-	No internal guide has been implemented so far. In the future, most of the functions of the internal guide will be held by the amended Code of Conduct for Recruitment  Indicator: amended Code of Conduct for Recruitment
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Currently, knowledge and ability is assumed based on experience  A training program will be created  Indicator: Existence of training programs for OTM-R



4. Do we make (sufficient) use of e-recruitment tools?	x	x		-	Apart from publishing at the UWB website and possibly Euraxess, e-recruitment tools are not currently used
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Recruitment and selection are parts of the process procedure; they are subject to general archiving procedures. Recruitment and selection are one of the areas evaluated within Internal Quality Assessment; however, continuous Quality Assessment procedures focusing on OTM-R are not applied
6. Does our current OTM-R Policy encourage external candidates to apply?	x	x	x	-/+	Vacancies are published; however, no special support is implemented above the practice  Indicator: Trend in the share of applicants from outside the organization – metric will be implemented
7. Is our current OTM-R Policy in line with policies to attract researchers from abroad?	x	x	x	-/+	Recruitment of foreign experts within internationalization is supported; however, no OTM-R Policy is currently implemented  Indicator: Trend in the share of applicants from abroad – metric will be implemented
8. Is our current OTM-R Policy in line with policies to attract underrepresented groups?	x	x	x	-/+	An Equal Opportunities Policy is implemented; however, no OTM-R Policy to attract under-represented groups currently exists



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					Indicator: trend in the share of applicants among under-represented groups (specifically women) – metric will be implemented
9. Is our current OTM-R Policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	UWB offers to researchers conditions that are comparable to similar institutions in the Czech Republic  The salaries are lower in comparison to positions in the private sector or traditional EU countries  Indicator: Trend in the share of applicants from outside the organization – metric will be implemented
10. Do we have means to monitor whether the most suitable researchers apply?				-/+	No directly monitoring exist.
<b>Advertising and Application Phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+	No universal template exists at UWB, each part has its traditional procedures – this will be addressed as part of the amended recruitment procedure
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+	The published vacancies only contain brief information  Most components mentioned at the toolkit are missing – this will be addressed as part of the amended recruitment procedure
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	Only a small percentage of vacancies are published at EURAXESS  Indicators: will be implemented:



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					<ul style="list-style-type: none"> <li>- The share of job adverts posted on EURAXESS;</li> <li>- Trend in the share of applicants recruited from outside the organisation/abroad</li> </ul>
14. Do we make use of other job advertising tools?	x	x		+/-	All vacancies are published at the UWB website
15. Do we keep the administrative burden to a minimum for the candidate?	x			+/-	Applied, where possible.
<b>Selection and Evaluation Phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	+/-	The basic rules are described in the Code of Conduct for Recruitment
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	The current version of Code of Conduct for Recruitment provides only a general specification on the composition of the selection committees; this will be addressed in the amendment to the Code of Conduct for Recruitment
18. Are the committees sufficiently gender-balanced?		x	x	-	The current version of Code of Conduct for Recruitment provides only a general specification on the composition of the selection committees, gender balance is not governed; this will be addressed in the amendment to the Code of Conduct for Recruitment.
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	-/+	<p>Selection procedure regulation for UWB staff of academic staff at UWB contains only a general description of the applicant assessment procedure.</p> <p>This will be addressed in the amendment to the Code of Conduct for Recruitment.</p>



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Appointment Phase					
20. Do we inform all applicants at the end of the selection process?		x		+/-	As a rule, all applicants are notified about the result.  However, the Code of Conduct for Recruitment of academic staff at UWB does not include the obligation to notify unsuccessful applicants.  This will be addressed in the amendment to the Code of Conduct for Recruitment.
21. Do we provide adequate feedback to interviewees?		x		-	Applicants are usually notified on the result of the recruitment process in the form of "selected"/"not selected"  Feedback in further detail is not usually offered.  This will be addressed in the amendment to the Code of Conduct for Recruitment.
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Selection procedure regulation for UWB staff does not include the method of addressing objections.  Unsuccessful applicants may only use general mechanisms.  This will be addressed in the amendment to the Selection procedure regulation for UWB staff.
Overall Assessment					
3. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	The recruitment and selection procedure is evaluated as part of the Comprehensive Internal Quality Assessment; a system for continuous assessment on the OTM-R performing on targets does not exist



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					<p>In the future, this will need to be addressed in the form of a procedure approach and process efficiency indicators</p> <p>Implementation of selected indicators (share of applicants from outside UWB etc.) will be included in the Action Plan</p>
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