



Jihočeská univerzita  
v Českých Budějovicích  
University of South Bohemia  
in České Budějovice

**OTM-R**

**HRS4R**

November 2018

## TEMPLATE 3 – OTM-R Checklist

Case number: 2018CZ317964

Name Organisation under review: The University of South Bohemia in České Budějovice

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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.

<b>OTM-R checklist for organisations</b>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	<b>*Suggested indicators (or form of measurement)</b>
<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	-- <b>No</b>	[web link]
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- <b>No</b>	[Date of latest update; ensure that it is sent to all staff]
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- <b>No</b>	- Existence of training programs for OTM-R - Number of staff following training in OTM-R

4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>-/+ Yes, partially</i>	<p><b>Web-based tool for (all) the stages in the recruitment process</b></p> <p>At present, applicants are asked to submit their CVs electronically. The invitation and notification of the outcome of the Selection process are in most cases also posted electronically. Successful candidates are also contacted by phone. At present, there is no specific web tool used at the recruitment process at the University of South Bohemia.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	<i>-- No</i>	
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<i>-/+ Yes, partially</i>	<p><b>Trend in the share of applicants from outside the organization</b></p> <p>Currently, the job advertisements are published on the web sites of the University of South Bohemia and other Internet portals. Euraxess is used exceptionally.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<i>-- No</i>	<b>Trend in the share of applicants from abroad</b>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<i>-/+ Yes, partially</i>	<p><b>Trend in the share of applicants among underrepresented groups (frequently women)</b></p> <p>Everybody regardless their gender has the same opportunity to take part in the Selection process for all positions, including leadership positions within the University of South Bohemia.</p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<i>-/+ Yes, partially</i>	<p><b>Trend in the share of applicants from outside the organization</b></p> <p>Within the University of South Bohemia, available positions are offered publicly to all applicants from both within or outside the University.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				<i>-- No</i>	
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>-/+ Yes, partially</i>	As part of the "Development of the University of South Bohemia - International Mobility" project,

					advertising templates have been created which can also be used for Euraxess.
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>	The advertisements contain the following information about the position: <ul style="list-style-type: none"> <li>• place of employment</li> <li>• commencement of employment</li> <li>• requirements for the position</li> <li>• contact person</li> </ul> In the future, the University of South Bohemia plans to incorporate the principles of the OTM-R policy and implement steps ensuring their use.
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<i>-- No</i>	- The share of job adverts posted on EURAXESS; - Trend in the share of applicants recruited from outside the organisation/abroad
14. Do we make use of other job advertising tools?	x	x		<i>-/+ Yes, partially</i>	Various online job portals are used to advertise vacancies.
15. Do we keep the administrative burden to a minimum for the candidate?	x			<i>-/+ Yes, partially</i>	Candidates are asked to submit copies of documents. In some cases, these documents can be submitted only by the successful candidate(s) after the Selection process. In the future, the University of South Bohemia plans to integrate the principles of OTM-R policy and to implement steps ensuring their use while keeping the administrative burden to a minimum for a candidate.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>-- No</i>	Statistics on the composition of panels
17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>-/+ Yes, partially</i>	Written guidelines The University of South Bohemia has an internal regulation <i>Rules for the Selection process of Academic Staff at the USB in České Budějovice,</i>

					<p>which includes procedures for establishing a committee for selection of candidates.</p> <p><u>link:</u>  <a href="http://www.jcu.cz/ouniverzite/dokumenty/internal_doc/radvyberoveho-rizeni-pro-obsazovani-mistakademickych-pracovniku-na-ju-v-ceskychbudejovicich">http://www.jcu.cz/ouniverzite/dokumenty/internal_doc/radvyberoveho-rizeni-pro-obsazovani-mistakademickych-pracovniku-na-ju-v-ceskychbudejovicich</a></p> <p>In the future, the University of South Bohemia plans to integrate the principles of OTM-R policy and to implement steps ensuring their use.</p>
18. Are the committees sufficiently gender-balanced?		x	x	<b>-/+ Yes, partially</b>	Gender balancing of the committee is not strictly regulated but, whenever possible, it is endeavoured during each selection process.
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	<b>+/-Yes, substantially</b>	<p><b>Written guidelines</b>  Legislation of the Czech Republic – <i>Higher Education Act No. 111/1998 part 7 Section 70 - 74, 75, 77.</i></p> <p>Internal regulations - <i>Rules for the Selection process of Academic Staff at the USB in České Budějovice and Code for Habilitation Procedure and Procedure for Appointment of Full Professorship at the USB.</i></p> <p>Each position has exact requirements for the candidate and candidates are evaluated according to them.</p>
<b>Appointment phase</b>					

20. Do we inform all applicants at the end of the selection process?		x		<b>+/-Yes, substantially</b>	After each selection process, each applicant is informed about the selection outcome by phone or email. Feedback is not provided unless requested by the applicant.
21. Do we provide adequate feedback to interviewees?		x		<b>-- No</b>	Feedback is not provided automatically after the selection process unless the interviewee specifically requests it.
22. Do we have an appropriate complaints mechanism in place?		x		<b>-- No</b>	<b>Statistics on complaints</b> If a complaint is filed, it is dealt with. At present, we do not have any set mechanisms for resolving complaints about the results of a selection process, nor do we produce any statistics.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>-- No</b>	The OTM-R policy is not yet set up at the University of South Bohemia and therefore there is no system to assess whether OTM-R delivers on its objectives.