

OTM-R Checklist

Institute of Microbiology of the Czech Academy of Sciences

HRS4R Case Number 2023CZ53621

January 18th, 2024; revised June 20th, 2024

HR Excellence in Research

OTM-R Checklist

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Case number

2023CZ53621

Name Organisation under review

Institute of Microbiology of the Czech Academy of Sciences

Organisation's contact details

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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.

Open	Transparent	Meritbased	Answer:
			OTM-R system

Suggested indicators (or form of measurement)

OTM-R system

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	The IMIC does yet not have an OTM-R policy (Rules for Recruitment and Selection). This is currently covered by the Czech Act No. 262/2006 Coll. (Labour Code), Organisational Rules, Internal Wage Regulations and Employment Adjusting Regulations (Internal regulations of the Institute of Microbiology of the Czech Academy of Sciences, v.v.i., which regulates the employment of the employees of the Institute of Microbiology). Indicator: 1. Rules of the IMIC OTM-R selection procedure (hereinafter referred to as the Rules) – its elaboration and publication in Czech and English on the institute's website (https://mbucas.cz/en/hrs4r/ ; https://mbucas.cz/en/kariera/) and date of publication (latest update). (Cf. Action 3, 6, 10)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	Following development of the Rules, a Manual for the Recruitment and Selection of University-educated Staff in the Research Units of the IMIC according to the OTM-R Principles (hereinafter referred to as the Manual) will be prepared in broad collaboration with the HR Staff and the Steering Committee and the Laboratory Heads.(Action 6) Indicator: 1. Creation of the Manual and the date of its publication in Czech and English on the IMIC intranet (date of latest update). 2. Date for all staff familiarisation with the documents.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Currently, there is no specific educational/training programme in place and some of the participants are not adequately trained. Existing training for HR staff includes annual training on changes and innovations in legislation organised by the founder (Office of the Czech Academy of Sciences) or by private consulting companies, but Laboratory Heads are not trained. (Actions 6, 7) Indicator: 1. Creation of educational/training programmes and the number of employees trained. 2. Number of staff following training in OTM-R.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	All job offers are advertised online (e.g., jobs.cz, vedavyzkum.cz, websites of the IMIC and the Czech Academy of Sciences). E-mail correspondence is used to communicate with applicants, and, if necessary, via online conferencing (e.g., Zoom, Teams). (Actions 6, 7) Indicator: 1. Number of applications submitted via e-tools.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	A specific quality control system is not currently in place. The selection of personnel is primarily the responsibility of the Laboratory Heads, or Project Investigators. The HR department oversees the technical side of the process. The statutory representative of the Institute has the final say (including quality control). (Actions 6, 7, 30) Indicator: 1. Inclusion of the quality control system in the Manual.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	All job offers are advertised online (e.g., jobs.cz, vedavyzkum.cz, websites of the IMIC and the Czech Academy of Sciences). The EURAXESS portal is used for selected positions. (Actions 6, 7) Indicator: 1. Monitor the ratio of applicants from outside the Institute.

	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	All job offers are advertised online (e.g., jobs.cz, vedavyzkum.cz, websites of the IMIC and the Czech Academy of Sciences). The EURAXESS portal is used for selected positions. (Actions 6, 7) Indicator: 1. Required documents, forms and regulations in English, dates of publication on the intranet. 2. Monitor the ratio of applicants from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The selection procedure for academic staff and other employees respects the requirements of equal opportunities and takes into account the specificities of people with sensory and physical disabilities (see IMIC's Staff Regulations). (Actions 6, 7) Indicator: 1. Monitor the proportion of female job applicants. 2. Monitor the proportion of people with disabilities applying for employment.

	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	All job offers include working conditions including benefits that are comparable to similar institutions in the Czech Republic (e.g., working environment, equipment, salary conditions, mobility programmes, working hours, part-time jobs, home office, etc.). These incentives are open to all groups, regardless of age, gender, race, religion, and allow workers to balance family and professional life. (Actions 6, 7, 8, 14, 15, 19, 20, 25, 29, 30) Indicator: 1. Repeated questionnaire survey and results at least once a year. 2. Monitoring figures for the ratio of applicants from outside the Institute.
Do we have means to monitor whether the most suitable researchers apply?				-- No	At the moment, we have no such mechanism; it is mostly a subjective assessment. (Action 6) Indicator: 1. In the new Manual, development of a detailed description of the requirements/specification of the type of person we are looking for and quantify how these expectations have been met.
Advertising and application phase					

	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	Job offers are formally established. Job vacancies are published in Czech and in English. Pre-set templates are generally used for advertising the posts for academic staff. In light of the principles of the Charter and the Code for Researchers these need to be revised. (Action 6) Indicator: 1. In the new Manual, indicate the most appropriate form and content of advertisements, including examples.
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	Advertisements contain most of the necessary information for a vacancy, i.e., – job title, job description, qualification requirements, start date, benefits offered and usually a link to the website of the workplace, including information on career development. (Actions 6) Indicator: 1. In the new Manual, indicate the most appropriate form and content of advertisements, including examples.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	EURAXESS services are used mainly for postdocs and researchers. Actions 7, 22, 23. Indicator: 1. Training of managers on the possibilities of the EURAXESS platform (1-2 per year). 2. Monitoring the number of advertisements in EURAXESS. 3. Monitoring the number of received job applications through EURAXESS.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	In addition to the methods mentioned above, we also use the dissemination of job offers by e-mail to co-operating institutes/universities or by posting printed advertisements on information boards in the buildings of universities and other research institutions. (Actions 3, 6, 27)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Where possible, we comply. Required documents are sent electronically. In some cases, it is possible to submit these documents only after the end of the selection process. If necessary, especially for foreign applicants, a selection interview takes place online. (Actions 13, 23)
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	To date, selection panels have always been chaired by the Head of the Laboratory and a member or members appointed by her/him. Administrative support is provided by the HR department. (Actions 6,7) Indicator: 1. Inclusion/development of clear rules for the appointment of members of selection committees in the Rules. 2. Monitoring the gender composition of selection panels.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	With the exception of researchers recruited for grant projects (or other short-term agreements), University-educated staff at the Institution's research workplaces are appointed based on a public selection procedure announced by the Director. The composition of selection committees is regulated by the forthcoming Rules. (Action 6) Indicator: 1. Inclusion of rules for the composition of selection committee members in the Manual. 2. Monitoring data of the gender composition of selection panels.
Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	The composition of the selection committees will also need to be addressed in this respect. (Actions 6, 19) Indicator: 1. Inclusion of the need for gender balance of selection panels in the Manual. 2. Monitoring data of the gender composition of selection panels.
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	-- No	Clearly-defined guidelines for the assessment of "merit" are not currently developed by the IMIC. However, prior to the admission procedure, the selection panels may, if necessary, request additional material beyond that in the advertisement. (Action 6) Indicator: 1. In the Manual, pay attention to the section on merit assessment. 2. Training of selection committee members (1-2 times a year).
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All participants in the selection procedure are informed by e-mail after the end of the process. Successful applicants are usually also informed by 'phone. Additionally, the result of the selection procedure will, in the future, be communicated to candidates immediately after its completion. Action 6.
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	We provide formal/general feedback – successful/unsuccessful. We provide detailed feedback (strengths and weaknesses of the applicant) only on request. (Actions 2, 6, 30) Indicator: 1. Incorporate the rules and conditions for providing feedback into the Manual.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	There is currently no specific mechanism for lodging and resolving complaints about the conduct and outcome of the selection procedure. It is worth noting that, over the last decade, there is no record of any complaint (either oral or written) about the outcome of the selection procedure at the Institute. (Actions 6, 7; partly 2, 40) Indicator: 1. Incorporate the rules for submitting and resolving complaints into the Manual and make the reporting channel public.
Overall assessment					

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-/+ Yes partially	At IMIC, the rules for recruitment and selection are not yet specified and formalised. Thus, two basic documents will be created and developed: (i) Rules of the IMIC OTM-R selection procedure and (ii) a Manual for the Recruitment and Selection of University-educated Staff in the Research Units of the IMIC according to the OTM-R Principles. In the future, the implementation of recruitment and selection rules will be monitored through the indicators set for each of the above actions.