

# OTM-R checklist

### 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</b>					
	<b>Open</b>	<b>Transparent</b>	<b>Meritbased</b>	<b>Answer</b> ++ Yes completely +/- Yes substantially -/+ Yes partially -- No	<b>Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+	AMBIS University is not currently pursuing an approved OTM-R policy. However, the elements of OTM-R are included in the published registered internal regulations (mainly in the Statute) and are reflected in other internal legal acts. These regulations are available to employees in a shared repository and partly also on the AMBIS website. A comprehensive OTM-R policy which could be published in a single document is, however, not yet available.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/-	The process of recruiting employees, including academic staff, is anchored by CVP-Pers-02 Staff Selection directive, while no clear recruitment criteria are defined for scientific/non-academic staff.

Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Having not developed a consistent OTM-R policy yet, AMBIS University does not train relevant personnel. The selection system is in place and responsible persons are familiar with it.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Vacancy information is posted on the websites of AMBIS University and advertising partners, allowing candidates to directly respond. Job interviews and selection procedures can (if necessary) take place via remote communication platforms (MS Teams in particular).
Do we have a quality control system for OTM-R in place?	x	x	x	--	Applying a standard ISO 9001 procedure, AMBIS University does not operate a quality control system specifically designed for OTM-R. The newly developed OTM-R policy will clearly define a transparent system of selection, allowing to reliably control its quality.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	Selection procedures are announced on the AMBIS University public website in the Czech language, the basic place for publication being at <a href="https://www.ambis.cz/kariera">https://www.ambis.cz/kariera</a> . Vacancies are also advertised on jobs.cz and sprace.cz portals, EURAXESS network not being used. Neither the relevant documents nor the job offers are published in foreign languages.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--	AMBIS University does not currently pursue a formalised OTM-R policy. The publication of vacant positions only in the Czech language is also a weakness.

<p>Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>+/-</p>	<p>Although AMBIS University does not have a formalized OTM-R policy, the principles of non-discrimination and equal opportunities, embodied in valid internal regulations, are a standard part of the academic environment. The intended OTM-R policy will be based on these principles, fully respecting and enforcing them.</p>
<p>Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>++</p>	<p>Although AMBIS University does not follow a formalized OTM-R policy, it offers its employees attractive working conditions stimulating their creative potential. AMBIS staff can enjoy flexible working hours. Publication of research results and participation in foreign mobilities and conferences are supported. The necessary material background is available, including IT equipment, electronic resources and databases, library holdings and services being systematically expanded.</p>
<p>Do we have means to monitor whether the most suitable researchers apply?</p>				<p>--</p>	<p>AMBIS University does not use any tool to verify candidates' suitability for the post advertised. This is assessed by the selection committee during the recruitment process. If the applicant does not suit the position, another candidate is invited, or a new selection procedure is launched.</p>

Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/-	<p>The internal directive CVP-Pers-02 Staff Selection describes the procedure for specifying and posting vacancies. The positions of scientific (non-academic) staff engaged in grant projects are filled in compliance with the conditions of the grant call and the approved project.</p> <p>The content and form of the vacancy posting is at the discretion of the head of the respective AMBIS unit/department, and the position being posted after consultation with the HR department, indicating all relevant requirements.</p> <p>A uniform format for the whole institution is still missing.</p>
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++	<p>The job offer/advertisement includes:</p> <ul style="list-style-type: none"> <li>• information about AMBIS University,</li> <li>• a brief introduction of the unit/department requesting to fill the vacancy,</li> <li>• position title,</li> <li>• qualification requirements,</li> <li>• a brief description of job specifications,</li> <li>• expected start of employment,</li> <li>• benefits,</li> <li>• required documents.</li> </ul> <p>The recruitment process complies with the principles of data protection (GDPR).</p>
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	Foreign platforms are not used to fill job positions.

Do we make use of other job advertising tools?	x	x		+/-	The primary place to post job vacancies is at <a href="https://www.ambis.cz/kariera">https://www.ambis.cz/kariera</a> . Other sites are <a href="http://www.jobs.cz">www.jobs.cz</a> and <a href="http://www.sprace.cz">www.sprace.cz</a> and the LinkedIn job portal.
Do we keep the administrative burden to a minimum for the candidate?	x			+/+	AMBIS University is constantly trying to ease the administrative burden on employees, cutting the red tape during selection procedures as well. Applicants are approached primarily through electronic communication. Personal contact is preferred over written, email or online documentation of the applicant's qualifications.
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	+/-	The procedure for setting up the selection committee is laid down in the internal directive CVP-Pers-02 Staff Selection, also describing the forms of the selection procedure.
Do we have clear rules concerning the composition of selection committees?		x	x	-/+	The internal directive CVP-Pers-02 Staff Selection defines the composition of the selection committee only in general terms, lacking any emphasis on the principles of non-discrimination, which are naturally observed at AMBIS University anyway. However, this issue is to be addressed explicitly in AMBIS OTM-R policy being prepared.

<p>Are the committees sufficiently gender-balanced?</p>		<p>x</p>	<p>x</p>	<p>+/-</p>	<p>The inadmissibility of any discrimination is based on general principles that apply in all AMBIS University processes.  The selection committee is formed in line with the post to be filled, its members being appointed in accordance with their professional competence.  When selecting applicants, any discrimination (gender, age, origin, sexual orientation, religion, disability, etc.) is excluded.  The definition of the required principles will be formalised in the OTM-R policy and the relevant internal directives will be amended accordingly.</p>
<p>Do we have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected?</p>			<p>x</p>	<p>-/+</p>	<p>The selection criteria are not clearly defined in AMBIS internal regulations, the directive CVP-Pers-02 Staff Selection being descriptive only in general terms. During selection procedures, the applicants' suitability is assessed according to pre-announced requirements (e.g., professional qualifications, published research results, participation in grant projects, etc.).  The detailed criteria will be part of the OTM-R policy and the accompanying internal guidelines.</p>

<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process?		x		++	After the end of the selection procedure at the latest, each applicant is notified of their result. The reasons for non-admission are always communicated to the HR department and eventually also to the candidate if they are interested.
Do we provide adequate feedback to interviewees?		x		++	Feedback on the selection results is always provided. Specific reasons for non-acceptance are communicated upon the rejected applicant's request.
Do we have an appropriate complaints mechanism in place?		x		--	Filing complaints about selection procedures is not yet regulated in any internal directive. The applicant must follow the general practice and submit the complaint to AMBIS HR department. A description of the process for lodging and handling complaints will be included in the OTM-R policy.
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Since AMBIS University does not have a formalized OTM-R policy, there is no mechanism in place to monitor the fulfilment of OTM-R objectives. The description of the control mechanism will be included in the OTM-R policy being prepared.