

TEMPLATE 3 – OTM-R Checklist

Case number:

Name Organisation under review:

Organisation's contact details:

SUBMISSION DATE:

DATE ENDORSEMENT CHARTER AND CODE:

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.

OTM-R checklist for organisations					
	Open	Trans- parent	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	--	UTP's action plan for the implementation of the HR Strategy assumes the inclusion of a special tab devoted to the policy of OTM-R on the University's website.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	++	All of the issues related to academic teachers' recruitment are regulated by internal laws: Rector's Decree about rules of academic teachers'

					employing and Annex to Statute of UTP- Rules and procedures of holding competition for academic teachers' vacancies.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+/-	All of the UTP'S employees have access to internal network (INTRA). There are published all internal legal acts. Every employee is obligated to refer with these regulations (to the extent of their professional duties).
4. Do we make (sufficient) use of e-recruitment tools?	x	x		-/+	The announcements of competitions for academic teachers' vacancies are published on UTP'S website and Ministry of Science and Higher Education. There is no possibility of sending an application via e-mail.
5. Do we have a quality control system for OTM-R in place?	x	x	x	+/-	Carrying out internal audits.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++	The announcements of competitions for academic teachers' vacancies are published on UTP'S website and Ministry of Science and Higher Education.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Rector's Decree about rules of academic teachers' employing defined a standard form of competition announcement in English. Moreover, information about current competitions are disseminated within the framework of international cooperation between academic teachers.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++	The UTP's Work Regulations provide for the prevention of discrimination in employment. In addition, it contains a list of work prohibited to women.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Among the duties of the workplace defined by the UTP's Work Regulations are mentioned: health and safety work conditions, providing needed tools and materials for working, facilitating the professional development and qualification raising, satisfying (if it is possible) employees' social and cultural needs.
10. Do we have means to monitor whether the most suitable researchers apply?				++	Competition announcement's standard form includes detailed description of requirements for

					candidates. Furthermore, at the stage of application assessment, recruitment commissions are using candidate's evaluation card.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	The procedure of publication the announcement about competition for academic teacher's vacancy is regulated by the circular letter. Moreover, Rector's decree about rules of academic teachers' employing defined a standard form of competition announcement.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/-	Our internal regulations are clearly defining what essential information should be included in the competition announcement: <ul style="list-style-type: none"> - Organizational unit - Post - Scientific discipline - Date of competition announcement - Time of submission the offers - Link to unit website - Key words - Description (subject matter, expectations, comments) - Required documents - Contact details
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+	Universities are obligated by Higher Education Act to using of EURAXESS to publishing job offers for researchers, however in the first place we're using our internal tools and Ministry of Science and Higher Education website.
14. Do we make use of other job advertising tools?	x	x		++	Other forms of job advertising are defined by the Rules and procedures of holding competition for academic teachers' vacancies: <ul style="list-style-type: none"> - Posting the notice about competition on the information board at Rector's office building and the headquarters of faculty - Sending the announcement to universities and scientific institutes

					– If it is necessary, sending the announcement to daily newspaper and academic journals or
15. Do we keep the administrative burden to a minimum for the candidate?	x			++	Competition announcements include detailed list of required documents. Administrative burden is limited to the minimum necessary.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	++	Annex to Statute of UTP- Rules and procedures of holding competition for academic teachers' vacancies clearly defining the way of appointment recruitment commissions.
17. Do we have clear rules concerning the composition of selection committees?		x	x	++	Annex to Statute of UTP- Rules and procedures of holding competition for academic teachers' vacancies clearly defining rules concerning the appointment of recruitment commissions.
18. Are the committees sufficiently gender-balanced?		x	x	-/+	Inner regulations concerning the composition of recruitment commissions primarily are focused on substantive rules such as: <ul style="list-style-type: none"> - at least five members - including the dean or vice-dean - including direct supervisor - commission members should representing the same or related field of science Specificity of our University (technical faculties) has an influence on majority of male employees.
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	+/-	At the stage of candidates' evaluation, recruitment commissions are guided primarily by the requirements set out in the competition announcement.
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		++	After finishing of recruitment procedure candidates receive an information via e-mail or telephone.
21. Do we provide adequate feedback to interviewees?		x		-/+	According to Annex to Statute of UTP- Rules and procedures of holding competition for academic

					teachers', the application documents are sending back to all unselected candidates.
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Complaint system works only on at certain faculties. Due to self-reliance of our scientific units we don't have the uniform procedure.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+/-	The team appointed to prepare the application for HR Excellence in Research Award will monitor the implementation of the assumptions of the OTM-R policy.