

Important message to institutions:

Due to exceptional circumstances linked to COVID19, processing of HRS4R applications might suffer additional delays. Moreover, in the context of extraordinary measures taken at national level (e.g. universities or other institutions closed), all self-assessment deadlines between 15 March and 30 May can be extended by one or two months, depending on your needs. You only need to apply for an extension electronically in your dashboard or, if you need more than one month extension, send an email to the functional mailbox: RTD-CHARTER@ec.europa.eu.

Site Visits: All in house audits planned for April through June (and possibly July and August - depending on how the pandemic situation evolves) are cancelled. HRS4R experts and/or EC will contact you in due course to arrange additional dates. No site visits dates will be set before the situation both at EU and national level stabilises. Meanwhile, you can continue using the HR Excellence in research award.

Remote assessments: We will continue processing remote evaluations within the limits of HRS4R experts' availability and the special circumstances of EC staff being on mandatory teleworking. Please note that evaluation and communication of outcome might incur further delays.

OTM-R Checklist

Case number: 2020CZ485683

Name Organisation under review: Univerzita Palackého v Olomouci

Organisation's contact details: Křížkovského 8, Olomouc, 77147

Date endorsement charter and code: 29/01/2020

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:	Suggested indicators (or form of measurement)
OTM-R system					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	To publish OTM-R policy online
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	To issue internal OTM-R policy.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	To provide training to all managers and HR
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	To create e-recruitment environment standardized for UP, social networks and portal.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Control system to be set.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All our job offers are available to outside candidates.

	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 partially	On-line systems and portals to be more effective to attract researchers from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	There is no system tool to attract women. We are fully in line with policies for disabled.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	We are able to attract based on individual offers to some roles.
Do we have means to monitor whether the most suitable researchers apply?				-- No	No means available.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Not centralized, faculty guidelines differences.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	Not in all cases.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Not in all cases.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	yes
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	yes
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Yes, we have written guidelines, but they are not in line with the Code.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Yes, we have written guidelines, but they are not in line with the Code.
Are the committees sufficiently gender-balanced?		x	x	-- No	No statistics available, we don't measure.
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	-/+ Yes partially	Not standardized.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		-/+ Yes partially	All applicants are informed once the selection process is over.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Adequate feedback provided.
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	No formal procedure in place.

**Suggested indicators
(or form of
measurement)**

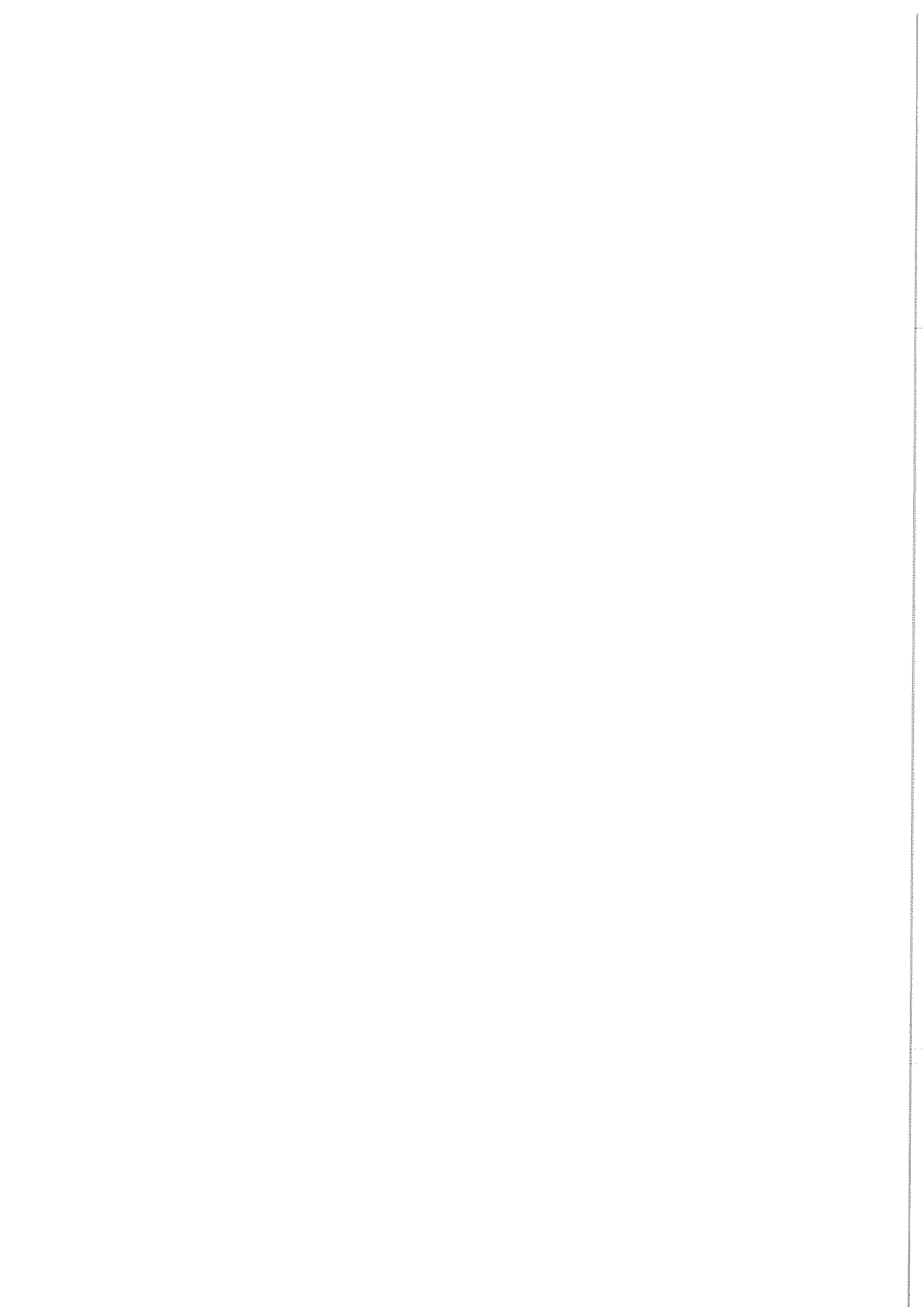
Open Transparent Meritbased Answer:

Overall assessment

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-- No

There is no special system in place, local legal rules and norms are applied.



	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?				-- No	These is no special system in place, local legal rules and

CANCEL

