

EURAXESS

OTM-R Checklist

Case number

2018CZ348775

Name Organisation under review

Univerzita Karlova (Charles University)

Organisation's contact details

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15/11/2018

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	-/+ Yes partially	The Charles University applies its internal regulations, the Competitive Hiring Process Code, which formally describes the procedures used in the selection process for academic positions, in both Czech and English. In general, however, the Code does not deal with OTM-R policy and will be updated.

	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	The CU does not have a generally applicable document because existing law entrusts personnel issues to the faculties.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	The CU offers no training for employees who take part in selection processes, at any level.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Some faculties use e-recruitment tools intensively, but the majority do so rather passively.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	The CU has no central or individualised control system in place for OTM-R.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-- No	At this time, there is no special procedure to attract external candidates, in order to maintain equal conditions for all applicants.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	Current OTM-R policy has no special provisions for attracting researchers from abroad. Trend in the share of applicants from abroad.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Trend in the share of applicants among underrepresented groups (frequently women) The Charles University supports equal opportunity for all, even for underrepresented groups.

	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 partially	Trend in the share of applicants from outside the organisation Under current OTM-R policy, some faculties offer attractive working conditions for researchers.
Do we have means to monitor whether the most suitable researchers apply?				-- No	Such means are not used.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Use of EURAXESS is left up to the initiative of individual faculties; the CU does not have any centralised system.
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	Providing links to the elements identified in the toolkit depends on the initiative of the individual faculty. The CU does not have any centralised system.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	The share of job adverts posted on EURAXESS; Trend in the share of applicants recruited from outside the organisation/abroad Use of EURAXESS is left up to the initiative of individual faculties; the CU does not have any centralised system.
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	The use of other tools to advertise jobs Use of EURAXESS is left up to the initiative of individual faculties; the CU does not have any centralised system.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Some faculties are trying to minimise the burden of administrative requirements in the process.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	See the Competitive Hiring Process Code. Rules are established by the Code.
Do we have clear rules concerning the composition of selection committees?		x	x	++ Yes completely	See the Competitive Hiring Process Code. The faculties are governed by the Code.
Are the committees sufficiently gender-balanced?		x	x	-- No	Selection committees are established mainly on the basis of the members' professional expertise.
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	The CU has no written rules for selection committees.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	The faculties notify applicants about the results of the selection process after they are concluded.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	The faculties provide feedback only upon the request of individual applicants.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	Statistics on complaints. The majority of the CU's faculties do not have an official mechanism for handling complaints about the selection process.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	The CU does not have an official system for assessing the effectiveness of OTM-R.