

# OTM-R Checklist

**Institute of Czech Literature of the Czech Academy of Sciences**

HR Excellence in Research Award

June 2021



EVROPSKÁ UNIE  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání



MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY



## 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.

<i>OTM-R checklist for organisations</i>					
	Open	Transparent	Merit-based	Answer: + <b>Yes, completely</b> +/- <b>Yes, substantially</b> -/+ <b>Yes, partially</b> - <b>No</b>	*Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Did we publish a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+	<p><b>Current situation</b></p> <p>The Institute of Czech Literature of the Czech Academy of Sciences (henceforth ICL) currently does not have a published OTM-R policy on its website.</p> <p><b>Measures to be taken</b></p> <p>ICL will prepare and publish on its website its OTM-R policy in Czech and in English.</p>

<p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>-/+</p>	<p><b>Current situation</b></p> <p>The ICL follows the rules and regulations of Act no. 283/1992 Coll. on the Academy of Sciences of the Czech Republic (henceforth CAS), in particular its §16, which mandates the duty of organising selection procedures. The ICL also follows related rules and regulations, namely the Statutes of the CAS, esp. its section 51, and Career Development Rules for CAS Employees with a University Degree, esp. its Article 1. Based on this legislation and directives, the ICL must organise selection procedures for positions of university-educated staff of research units and these selection procedures must be announced at least three weeks before application deadline. Selection procedures are duly advertised in Czech and <a href="#">in English</a>.</p> <p><a href="#">Statutes of the CAS</a> moreover state that selection committees must have at least three members.</p> <p>Act no. 341/2005 Coll. on public research, as amended, and internal directive of the CAS no. 10/2016 as amended further specify the process of selection of institute directors, including the composition of selection committee for this specific selection procedure.</p> <p>Act No. 283/1992 Coll., on the Czech Academy of Sciences <a href="https://www.avcr.cz/en/about-us/legal-regulations/act-no.-283-1992-coll/">https://www.avcr.cz/en/about-us/legal-regulations/act-no.-283-1992-coll./</a></p> <p>Career Development Rules for CAS Employees with a University Degree</p>
---	----------	----------	----------	------------	---

					<p><a href="https://www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree/">https://www.avcr.cz/en/about-us/legal-regulations/career-development-rules-for-cas-employees-with-a-university-degree/</a></p> <p>Statutes of the Czech Academy of Sciences  <a href="https://www.avcr.cz/en/about-us/legal-regulations/statutes-of-the-czech-academy-of-sciences/">https://www.avcr.cz/en/about-us/legal-regulations/statutes-of-the-czech-academy-of-sciences/</a></p> <p>Selection procedures  <a href="https://www.avcr.cz/en/about-us/career/selection-procedures/">https://www.avcr.cz/en/about-us/career/selection-procedures/</a></p> <p><b>Measures to be taken</b>  Prepare and publish internal guidelines defining OTM-R procedures for all types of employment positions.</p>
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	+	<p><i>Current situation</i>  Staff who participate in the recruitment and selection process have not as yet received any training in OTM-R.</p> <p><i>Measures to be taken</i>  Prepare training and train members of selection committees in OTM-R principles. Select a person responsible for organising this OTM-R training.</p>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+	<p><b>Current situation</b>  The ICL is, in the context of both national and international research organisations, a small institute whose area of research is largely determined by the context of national culture.</p>

					<p>The ICL advertises vacancies primarily via its own website and website of the CAS as well as some social networks. In addition to these, it also advertises open positions using the International Consortium for the Creation and Use of Czech Literary Bibliography, for which ICL functions as its umbrella organisation.</p> <p>In justified cases, the ICL organises for candidates an online selection procedure implemented with web conferencing tools.</p> <p><b>Measures to be taken</b></p> <p>The ICL will consider the potential of further online recruitment tools that would suit the specific features of its focus, size, and frequency of opening of new positions.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	+	<p><b>Current situation</b></p> <p>The ICL does not implement a system of quality control for OTM-R going over and above the rules and regulations of the CAS.</p> <p><b>Measures to be taken</b></p> <p>The system of control should consist in appointing a person responsible for recruitment and selection of candidates for open positions who would supervise the selection process in accordance with OTM-R principles and take responsibility for training all persons who participate in the recruitment and selection process.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	<p><b>Current situation</b></p> <p>Current practice does encourage external candidates although the ICL does not currently explicitly endorse OTM-R principles. Our efforts to encourage external candidates take the form of using all suitable and relevant communication channels to advertise open positions. At this point, the ICL</p>

					<p>moreover tests advertisement of open positions on the EURAXESS site.</p> <p><b>Measures to be taken</b></p> <p>The ICL will declare its effort to attract external candidates for position explicitly in its (planned) OTM-R policy statement on its website.</p>
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+	<p><b>Current situation</b></p> <p>The ICL was one of the initiators of creation of the International Consortium for the Creation and Use of Czech Literary Bibliography whose functioning it oversees. This Consortium is an important instrument of sharing information about open positions at the ICL with international researchers active in Czech studies.</p> <p><b>Measures to be taken</b></p> <p>The ICL will declare its intentions regarding this point explicitly in its (planned) OTM-R policy statement on its website.</p>
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+	<p><b>Current situation</b></p> <p>The ICL is aware of low representation of women in leading positions in its research units and on higher qualification levels and views it as a shortcoming and a drawback. Currently implemented measures aimed at higher representation of women – such as the option of part-time employment, work from home, and generally individualised approach to staff – are functional but ought to be developed further. As for other underrepresented groups, especially ethnic minorities, it should be noted that Czech society is highly homogeneous (minorities are very small), but should any member of ethnic</p>

					<p>minority apply, it has always been taken as a matter of course that the candidate would be encouraged.</p> <p><b>Measures to be taken</b></p> <p>The ICL publicly declares its effort to increase the representation of women in positions where they are underrepresented, and this point will be taken into account in our OTM-R policy.</p> <p>The ICL will consider further measures that could be taken to improve representation of women, for instance a principle of positive discrimination to the extent permitted by Czech labour legislation, namely the Labour Code and the Act no. 198/2009 Coll. (Anti-Discrimination Act).</p> <p>Labour Code  <a href="https://www.legislationline.org/download/id/6742/file/Czech_Republic_Labour_Code_2006_am2011_en.pdf">https://www.legislationline.org/download/id/6742/file/Czech_Republic_Labour_Code_2006_am2011_en.pdf</a></p> <p>Act no. 198/2009 Coll. (Anti-Discrimination Act)  <a href="https://www.ochrance.cz/uploads-import/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf">https://www.ochrance.cz/uploads-import/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf</a></p>
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+	<p><b>Current situation</b></p> <p>The ICL conducts annual surveys of employee satisfaction and nonperiodic surveys aimed at the perception of more broadly conceived quality of working environment. Employees appreciate especially the flexible work hours, opportunity to choose whether they work from home or office, general service support, and other employee benefits. On the other hand, they</p>

					<p>perceive certain reserves regarding comfortable working conditions in the building of the ICL.</p> <p><b>Measures to be taken</b></p> <p>The ICL will continue in its regular surveys and take this point into account in its published OTM-R policy.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				-/-	<p><b>Current situation</b></p> <p>The ICL has no such mechanism.</p> <p><b>Measures to be taken</b></p> <p>The ICL will implement an internal regulation pertaining to recruitment and selection of new staff, which will define this process.</p>
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	x	x		+	<p><b>Current situation</b></p> <p>The ICL has templates for advertising open positions but at this point, the templates do not reflect the OTM-R policy.</p> <p><b>Measures to be taken</b></p> <p>Templates will be adjusted so as to reflect the OTM-R policy.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see chapter 4.4.1 a]	x	x		+/-	<p><b>Current situation</b></p> <p>The ICL does take into account some of these points, while others are integrated in the advertisements only in part and others not at all. For instance, the ICL always mentions the position, job description, starting date, profile of the career grade to which the position belongs, minimal requirements on</p>



					<p>candidates, whether it is full- or parttime, and a contact person with contact details.</p> <p>On the other hand, advertisements lack more detailed information about the employer, eventually a link to the OTM-R policy and principle of gender balance, which are both yet to be formally implemented. Also not listed are details of employee benefits (the texts provide only a bare list) and opportunities for career development. Existing advertisements also do not specify differences in the importance of selection criteria.</p> <p><b>Measures to be taken</b></p> <p>The ICL will bring its advertisements of vacancies in line with recommendations of the OTM-R policy (chapter 4.4.1 a).</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	<p><b>Current situation</b></p> <p>The ICL has a profile on the EURAXESS and currently uses it in a pilot phase to find whether this site is suitable for the institute given its specific focus. At this point, the ICL uses EURAXESS mainly to advertise various hosting programmes (research scholarships, postdoc fellowships).</p> <p><b>Measures to be taken</b></p> <p>The ICL will continue to test suitability of the EURASSESS site in view of the specific nature of the institute's focus and subsequently evaluate the results of this pilot testing.</p>
14. Do we make use of other job advertising tools?	x	x		+	<p><b>Current situation</b></p> <p>The ICL uses for advertising vacancies both social networks and websites of the ICL and CAS. Additionally, it uses the potential of the International Consortium for the Creation and Use of Czech Literary Bibliography.</p>

15. Do we keep the administrative burden to a minimum for the candidate? [see chapter 4.4.1 b]	x			+	<p><b>Current situation</b></p> <p>The ICL emphasises lowering of administrative burden and in general requires candidates to prove their qualification by their CV, eventually a plain copy of the relevant documents. All documentation can be mailed or emailed.</p> <p>In case of using electronic job-search websites, we can also use user-friendly digital tools associated with these sites.</p>
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see chapter 4.4.2 a]		x	x	-/+	<p><b>Current situation</b></p> <p>According to the Statutes of the CAS and Article 51, director of the ICL appoints a committee that has at least three members. Currently, this is the only aspect of the process that is defined in valid directives. At the ICL, it is part of the institutional culture that representatives of the Institute Board are involved in the selection committees and external specialists are invited especially when selection concerns areas not sufficiently represented at the institute (for instance when establishing new departments). Constitution of selection committees also takes into account the desirability of balanced gender representation but all these principles, while in practice observed, are not yet defined in an explicit directive.</p> <p><b>Measures to be taken</b></p> <p>ICL will create, adopt, and implement an internal regulation pertaining to recruitment and selection of new employees, which will also define requisite competencies of selection committees.</p>

					While taking into account specifics of the field the institute is active in, the ICL will consider involvement of external evaluators in selection committees.
17. Do we have clear rules concerning the composition of selection committees?		x	x	+	<p><b>Current situation</b></p> <p>ICL does not as yet have explicitly defined rules on the composition of selection committees.</p> <p><i>Measures to be taken</i></p> <p>ICL will implement an internal regulation on the recruitment and selection of new employees which will take into consideration the competencies of the selection committee.</p>
18. Are the committees sufficiently gender-balanced?		x	x	-/+	<p><b>Current situation</b></p> <p>Gender balance is taken into account in the process of appointing selection committees but is not anchored in any regulations or internal directives.</p> <p><i>Measures to be taken</i></p> <p>The ICL will implement an internal regulation on the recruitment and selection of new employees and this regulation will reflect the principle of gender balance.</p>

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	-/+	<p><b>Current situation</b></p> <p>At this point, the guidelines, or rather selection criteria, are based only on the formulation of advertisement for the vacancy in question. Evaluation of quality of candidates is, throughout the process, based on the consensus of the entire selection committee, and this applies also for selection of candidates who would progress to the second round.</p> <p>In justified cases, the ICL enables candidates to undergo the selection process remotely, using web conferencing tools.</p> <p><b>Measures to be taken</b></p> <p>The ICL will implement an internal regulation on the recruitment and selection of new employees. The institute will appoint a person responsible for training selection committee members in the principles of this internal regulation and this person will also supervise adherence to this regulation.</p>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		+/-	<p><b>Current situation</b></p> <p>The ICL always informs all candidates about the results of the selection process. This is done either by email or by phone (usually by member of the selection committee) followed by an email confirmation.</p> <p><b>Measures to be taken</b></p> <p>The ICL will explicitly define this practice in its internal regulation on the recruitment and selection of new employees.</p>

21. Do we provide adequate feedback to interviewees?		x		+/-	<p><b>Current situation</b></p> <p>In current practice, there is within the selection procedure always one person who is tasked with communication with candidates. Once candidates are informed about the outcome of the selection procedure, they can ask for a feedback, which is then be provided by email or by phone.</p> <p><b>Measures to be taken</b></p> <p>The ICL will explicitly define this practice in its internal regulation on the recruitment and selection of new employees.</p>
22. Do we have an appropriate complaints mechanism in place?		x		+	<p><i>Current situation</i></p> <p>The ICL does not have any such system in place.</p> <p><i>Measures to be taken</i></p> <p>The ICL will explicitly define this practice in its internal regulation on the recruitment and selection of new employees. So far, the number of complaints was minimal and was dealt with by the contact person appointed by the selection committee.</p>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				+	<p><i>Current situation</i></p> <p>Since the ICL did not yet implement the OTM-R policy, it also does not have an evaluation system in place.</p> <p><i>Measures to be taken</i></p> <p>The ICL will create and implement an evaluation system after implementing the OTM-R policy.</p>