

# Open, Transparent and Merit-based Recruitment

## of Researchers **OTM-R** **OTM-R** Checklist for Institutions

	Open	Transparent	Meritbased	Answer: <i>Yes completely/Yes substantially/ Yes partially/No</i>	Suggested indicators (or form of measurement)
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<i>No</i>	When formalised, the OTM-R policy at UPJŠ (point 2.) will be published on the UPJŠ website in Slovak and English language
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<i>No</i>	Formalise the OTM-R policy  Create an internal guide for all types of positions
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<i>No</i>	Trainings for HR (human resources) staff in the field of recruitment and selection of employees in accordance with OTM-R
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<i>Yes partially</i>	University does not currently have a specific web tool for staffing researchers. Calls for filling positions are being published on the UPJŠ website or on job portals used within Slovak Republic. At present university does not have an internal regulation of e-recruitment, nor special web applications to support the electronic process.

					<p>Electronic options are currently used for all recruitment activities to fill the positions of researchers – postodcs – advertisement of the calls, sending application including required attachement and communication with candidates is solely electronic.</p> <p>Task: Foster increased rate of electronic calls. Amend internal regulations on conditions of the calls at UPJŠ and specify conditions for selection procedures by electronic means of communication possibly solely online. Create technical conditions for the implementation of online selection procedure. Amend internal regulations concerning documentation of selection procedures so as to enable electronic form of submission and handling of documents including their archiving. To do so, set rules in the area of authorized signatures, protection of documents and technical area.</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	No	Implement a quality control system to ensure the implementation of OTM-R

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes substantially	<p>Information on the vacancies in scientific research at the University is currently published on the website, on the portals of the employment services of the Slovak Republic, in special cases they are published in the national press or foreign professional periodicals or on the EURES portal.</p> <p>Task: Foster increased rate of publishment of vacancies in scientific research beyond the university's website.</p>
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					Adopt rules for levels and forms of publication according to the characteristics of vacancies.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	No	Follow trends in OTM-R policy abroad and adopt aligning proposals.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes completely	University consistently applies equal opportunities policy in access to jobs, in contractual conditions of employment and remuneration. Area of scientific research as well adheres to the principle of non-discrimination on the basis of sex, race, ethnic origin, religion, belief, disability, age or sexual orientation. Rector of the University has established the Committee for Gender Equality as an Advisory body of the Rector in creation and implementation of gender equality policy in accordance with the Strategic Framework for Gender Equality Policy at UPJŠ in Košice.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes completely	Trends in working conditions in scientific research are regularly monitored and applied to employment contracts by the University. These include flexibility of working time, place of work, part-time work, teleworking, work abroad and flexibility of agreed work activities. Characteristics of jobs in research, conditions for filling them and conditions for career progression to "higher" positions are determined by internal regulation.
10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	Yes completely	Conditions for monitoring the assessment of candidates in selection procedures are determined by internal regulation : „Principles of the selection procedure for filling the positions of university teachers, researchers, professors associate professors and positions of senior staff“ so that the most suitable candidates are

					selected. Assessment of candidates by selection committee and order of the most suitable candidates is a part of the selection documentation.
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Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>Yes completely</i>	University has an internal regulation for the implementation of selection procedures, which also serves as the methodology for the content of published calls on filling the positions, selection procedure and assessment of the selection procedure. Internal regulation is published on the website.
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		<i>Yes completely</i>	The calls for filling vacancies contain information on the following elements: - job title or function, - job characteristics, activities and responsibilities, - qualifications and special qualifications, - other criteria and requirements in relation to the position to be filled, - a list of required documents proving, in particular, the fulfillment of qualification requirements, professional experience, acquired experience and integrity, - expected start date, - form of selection, - contact person for the provision of selection or job information

13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		No	<p>When necessary, University uses communication with <b>SAIA</b>.</p> <p>Task: Foster the development of communication and make use of the EURAXESS environment within University. Finalize ongoing negotiations with SAIA to make UPJŠ the EURAXESS contact point. Define activities and responsibilities in this area and add them into the content of activities of the department for scientific research at Rectorate UPJŠ.</p>
14. Do we make use of other job advertising tools?	x	x		<i>Yes partially</i>	<p>Job portals of the Slovak Republic (especially ISTP.sk), in special cases professional periodicals or daily press.</p> <p>Task: Foster increased advertisement of vacancies in scientific research through other tools. Adopt rules for the level and forms of advertisement according to the characteristics of vacancies.</p>
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			<i>Yes completely</i>	<p>Candidates for vacancies send documents to the extent necessary for decision-making in the selection procedure. Documents for concluding an employment relationship are submitted only after the conclusion of the selection procedure, or an employer obtains them directly from accessible government portals (eg. Proof of integrity). Employer actively applies possibilities for reducing administrative burden of candidates in selection procedures within the scope of valid legal regulations and with regard to the level of necessary documents for the decision-making of selection committees on selection of the most suitable candidate.</p>

Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	<i>Yes completely</i>	Rules for the appointment of selection committees are set out in the internal regulation : „Principles of the selection procedure for filling the positions of university teachers, researchers, professors associate professors and positions of senior staff.“

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17. Do we have clear rules concerning the composition of selection committees?		x	x	<i>Yes completely</i>	Rules for the composition of selection committees are set out in an internal regulation : Principles of the selection procedure for filling the positions of university teachers, researchers, professors associate professors and positions of senior staff.
18. Are the committees sufficiently gender-balanced?		x	x	<i>Yes completely</i>	Special rules for the gender representation of committees are not formalised, however the principle of gender non-discrimination is kept, provided that the conditions for selection committee in accordance with „Principles of the selection procedure for filling the positions of university teachers, researchers, professors associate professors and positions of senior staff“ are met as a priority.
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	<i>Yes completely</i>	Decision-making process of selection committees is based on the internal regulation: „Structure of functional positions of UPJŠ scientific research employees in Košice and the criteria for their filling.“ The course and the assessment of selection procedures is determined by internal regulation : „Principles of the selection procedure for filling

					the positions of university teachers, researchers, professors associate professors and positions of senior staff." Pursuant this regulation, each member of the committee shall assess whether the applicant meets the criteria for filling the position, in particular qualification, resp. special qualification, personal and professional ethical credit and other required criteria.
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<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<i>Yes completely</i>	All applicants are informed about the outcome of the selection procedure in written notice by the Rector or the Dean. This document is sent by post or via email.
21. Do we provide adequate feedback to interviewees?		x		<i>Yes substantially</i>	Feedback is provided only to interviewees who request information, to the extent permitted by the rules on the protection of applicant's data and the independence of the committee in its decision-making. Other interviewees are provided with feedback upon request. Task: Provide feedback to all interviewees without prior request.
22. Do we have an appropriate complaints mechanism in place?		x		<i>Yes completely</i>	Under the current legislation of the Slovak Republic, an applicant who feels harmed as a result of non-compliance with the conditions in the selection procedure may claim his/her rights in court.

<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<i>No</i>	Task: Preparing a set of recruitment and selection recommendations in accordance with OTM-R

					Training for HR (human resources) staff in the field of recruitment and selection of employees in accordance with OTM-R
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