

HR Excellence in Research

OTM-R Checklist

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Case number

2023CZ158003

Name Organisation under review

Skoda Auto University

Organisation's contact details

Na Karmeli 1457, Mladá Boleslav, 29301, Czech Republic

Date endorsement charter and code

17/11/2023

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)
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OTM-R system					
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Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	At present, Škoda Auto University does not have an OTM-R policy, so it is not published on the website. Certain principles of the OTM-R policy are anchored in internal regulations, including the Code of Conduct, which are available to employees on the Employee Portal, the Code of Conduct is on the website.
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	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	+/- Yes substantially	The selection process of employees is contained in the internal Organisational Directive OS.62.01 Recruitment Process for New Employees. The directive applies to all employees, including scientific employees, who do not have any specific selection criteria. The recruitment process is the same for all and the selection criteria depend on the nature of the position being filled.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	Due to the facts mentioned in the points above, there is currently no training focused on the OTM-R policy of Škoda Auto University. The training of the selection process participants is described in the Organisational Directive OS.62.01 Recruitment Process of No. The tender participants are trained before each selection procedure.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Job vacancies are posted on the university website, FB page and LinkedIn and the jobs.cz website is also used. Interested candidates can respond via this platform or directly using the contact details provided in the advertisement. During the selection process, it is possible to use online communication - especially MS Teams.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	We do not currently have a set quality control OTM-R policy. The newly defined OTM-R policy will clearly describe the system for selecting researchers, including the tools to check back the quality of the OTM-R policy.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Vacancies are posted on the university website www.savs.cz and on jobs.cz , the university FB page and LinkedIn. The advertisement is in Czech language only. In the future, the advertisement will also be used on EURAXESS and will also be in English.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	We currently have no OTM-R sub-policy and no vacancies in English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The Škoda Auto University does not have a current OTM-R policy in place, but the principles of equal access and non-discrimination towards all are anchored in the Code of Ethics, the Organisational Guidelines OS.61.01 Methodology for dealing with sexual harassment and other types of inappropriate behaviour and OS.62.01 Recruitment process for new employees.

	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 completely	Although Škoda Auto University does not have a current OTM-R policy, we provide several attractive working opportunities for our employees, including access to IT technologies, technical equipment of the Na Hejdovce Education Centre, unlimited access to the library including several online libraries and databases. There are several flexible working options and given the size of the school, we pride ourselves on the personal approach we take to each member of staff. We encourage international mobility for all staff and encourage publishing no less.
Do we have means to monitor whether the most suitable researchers apply?				-- No	We do not have a specific tool to evaluate the candidates who apply. The appropriate requirements for a candidate are in the hands of the head of the department where the vacancy is located with the assistance of the HR department. The assessment of candidates is up to the members of the selection committee according to OS Organisational Directive 62.01 Recruitment of New Employees.
Advertising and application phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	The layout of the advertisement is clearly designed by the HR department. However, nowhere is there an institutionally anchored specific description and layout of the advertisement, but all advertisements have the same layout and are written in gender-sensitive language. The content of the advertised position is always in consultation with the head of the department where the vacancy is located. Vacancies for researcher positions for the grant project are filled in accordance with the terms of the call.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		++ Yes completely	The vacancy advertisement includes: Position title, position requirements, job description, list of benefits, anticipated start date, list of required documents to participate in the selection process and contact information for the recruiter in case of questions and to send candidate documents.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	We currently do not use any foreign websites (not even EURAXESS).
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	We use the training website, LinkedIn, and Facebook and www.jobs.cz to advertise vacancies.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	At Škoda Auto University, the bureaucratic burden for the candidate is kept to a minimum. When dealing with candidates, the necessary documents are sent electronically and the selection procedures are also conducted in person and feedback is given by the HR Specialist either electronically or, in the highest rounds of the selection procedure, personally by telephone contact.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The selection committee is always selected from the HR department. The head of the department in which the vacant position is located, possibly the director*, rector* or a colleague in a similar position (*capable of assessing the professional competence of the candidate), is always the member of the selection committee. The procedure for setting up the selection committee is only partially described in the organisational directive OS.62.01 Recruitment.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Organisational Directive OS.62.01 defines the composition of the Selection Committee only in general terms. The definition of the procedure should be included in the forthcoming OTM-R policy.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	The principle of any non-discrimination is included in the internal documents of Škoda Auto University - Code of Ethics, organisational directive OS.62.01 Recruitment. The members of the committee are always appointed on the basis of their professional competence in view of their ability to impartially assess the qualifications of the candidates. The selection of candidates is always based on the elimination of any discrimination, and the selection committee is trained on this before each interview. The principles of non-discrimination will be detailed in the OTM-R policy.
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 substantially	Selection committee members are trained on the rules of the interview process. The specific requirements for a candidate are always based on the specific job description of the vacancy. A detailed description of the assessment of the experience and potential of the candidates will be included in the OTM-R policy and further elaborated in the individual internal guidelines.
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	At the latest at the end of the selection process, all applicants are informed by the HR Specialist. Applicants who have attended a personal interview are always given feedback via telephone communication.
Do we provide adequate feedback to interviewees?		x		++ Yes completely	Feedback is given to each applicant together with the reason for non-acceptance.
Do we have an appropriate complaints mechanism in place?		x		-- No	We do not have a procedure or process for handling complaints based on the selection process. In such a case, the candidate must follow the general practice and take up the complaint with the HR department. Based on the OTM-R policy, the complaint handling process will be elaborated in sub-organisational guidelines.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	Škoda Auto University does not currently have a set OTM-R policy, therefore there are no tools to assess its functioning. It will be established as part of the elaboration of the OTM-R policy and will eventually be elaborated in the organisational guidelines.