

Important message to institutions:

Site Visits: All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

OTM-R Checklist

Case number: 2020CZ548069

Name Organisation under review: Veterinary Research Institute

Organisation's contact details: Hudcova 296/70, Brno, 62100

Date endorsement charter and code: 05/08/2020

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	Creation of an independent methodology of recruitment of employees in the Veterinary Research Institute based on OTM-R. Release of the designed procedure in Czech and English on www.vri.cz in the section HR Award, regularly point out to these procedures and refer in a subsequent advertisement in the section Vacancy.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	The methodology has not been processed yet, and therefore could not be published. Advance further according to item 1.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	After implementation of item 1 included in activity Nr. 5 AP, an internal training will be carried out from the site of HR, methodology, procedure, and cooperation (internal/HR), terms of training will be determined based on the needs of the organizational units, training of 25 people maximum, procedures and correct practice published in the information section for recruitment of employees, regular updating of the section
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	The tools for e-recruitment are sufficiently used and they meet our needs regularly, see https://www.vri.cz/vyberove-rizeni/volnamista/ career section (vacancies), external labor portals and agencies (prace.cz /jobs.cz) https://www.jobs.cz/prace/ company%5B%5D=14104375. Occasionally if greater publicity is needed also www.research.jobs.cz , Ministry of Agriculture of the CR (eagri.cz); Webex tools are used for online interviews. If there is a need to get foreign applicants, we will post an advertisement on the Euraxess portal. We have a request as a variant to be selected in the Form for recruitment.

	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	+/- Yes substantially	The main responsible persons for the level of recruitment are the heads of research departments and heads of research groups, who are checking the professional qualities of candidates and their research activities. The HR department is responsible for the quality and compliance with the set process. The last approver is the director of VRI. We created separate e-mail address nabor@vri.cz and an also electronic form on the website for direct communication with questioners. All interviewers can send suggestions and comments. Every advertisement contains direct information about this option.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	We support the opportunity to address a wide spectrum of candidates (we are seeking within both the internal and external labour market). The candidates can react from different web portals mentioned in item 4.

	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	-- No	The offer to publish the vacancies on the portals Euraxess jobs is available but is not sufficiently used from the site of the institutional heads. Specific requirements for publishing a position, including the offer of specific cooperation, are not required from the part of the ordering party. Filling a position is substantially influenced by the knowledge of the mother tongue for the necessary team synergy. We plan to run a campaign to support the use of the Euraxess portal, to present this tool, its possibilities for advertising, and establishment of an information section for recruitment of foreign workers (training, publicity tools, and possibilities in the information section related to the recruitment) included in activity Nr. 8 AP
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	Within the advertisement of vacancies, we always express our resolution to support the principle of equal treatment and non-discrimination. This is already mentioned in advertisement of any position. This resolution and the supported practice will be included in the designed OTM-R methodology included in activity Nr. 5 AP and activity Nr 9 AP.

	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 substantially	Within the advertised positions, we always publish a detailed characteristics of requirements in line with the work position. The advertisement always includes basic HR marketing, description of the activities required and orientation of the institute including its short presentation. See the existing and used template for job description and advertisement.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	We clearly determine the requirements while filling a position (we use a form for our requirements for a particular position) and within a pre-selection we prefer professional knowledge and a training or practice related to the position advertised. Collection of information prior to advertising a position is essential. We need to clarify what persons are we searching for, and what activities will be included in their positions.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	An internal form for filling a vacancy contains all necessary information for subsequent release of a position on internal and external portals/web of the institute; we have a form of the requirements for a position and a template for the advertising position.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		+/- Yes substantially	We are currently using an already modified template for job advertising, which covers key aspects of the VRI OTM-R policy, which is under development.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	In connection with item 7, we at present do not use systematically and targeted advertising of job positions on the portal Euraxess. A campaign and education will be performed for the heads and managers concerning the possibilities to use the above mentioned portal and enhance the excellence or research departments as the planned activity No. 8 of the updated Action Plan
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	In connection with item 4 and with regard to the specific requirements for the filled positions, we use enough tools for presentation of the advertised position for both the internal and external labour market.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	At reaction to the advertised job offer, we require to present only the necessary documents to give evidence of qualification and proficiency with regard to the advertised requirements for the position. We prefer electronic form of communication through the work portals, the forms or e-mail. We keep the prescribed formal requirements in case that it is imposed by a special legal regulation in specific positions and selection procedures.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	The elaborated autobiography in the form of structured CV and a motivation letter are sufficient for consideration of candidates within the first round of the selection procedure and the needed basis for further rounds of the selection procedure and input information of the selection committee and formulation of questions for subsequent rounds of the selection procedure. It will be adjusted in OTM-R methodology, see item 1. as planned activity No. 5 of the updated Action Plan
Do we have clear rules concerning the composition of selection committees?		x	x	-- No	The composition of the selection committees is not at present formally settled. It will be defined in an individual chapter in the methodology – the system of employee selection according to OTM-R, see iactivity No. 5 AP.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		X	X	+/- Yes substantially	The selection procedures are at present carried out by the Selection Committees. The procedure and rules for setting up and activities of the selection committee have not been yet formalized and adjusted. The composition of the selection committees complies with the requirement of the client. The committee members are usually from their function responsible for recruitment and selection of a particular employees into the organization structure. The final selection and agreement with conclusion of employment relationship is in an exclusive competence of the statutory representative of the institute, i.e. the director of the institute. It will be adjusted in OTM-R methodology, see item 1.
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	Clearly defined guidelines for selection and consideration of candidates are not at present formally set up. The current practice is carried out as described in section 18. It will be specified and defined in an independent chapter of the methodology – system of employees selection according to OTM-R, see part 1.
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	Yes, these procedures are an inseparable part of the selection process. Always and under every situation, the Human Resources Department has the responsibility to inform about the end of the selection process, to terminate the selection process and inform the candidates about the state of their open applications and present procedure or the result of the selection process. We try to keep a current contact with the candidates and inform them about the end of the selection process. Activities will be regulated and formalized in the OTM-R Policy and internal regulations for the Selection of Employees, see item 5 of the AP
Do we provide adequate feedback to interviewees?		x		++ Yes completely	In connection with item 20, we offer information about the consideration of the candidate's applications. Further, we inform each candidate (it is always a personal information for applications from candidates) about the running process or final result of the selection process. It will be adjusted in the recruitment process based on OTM-R strategy.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	In each of the advertised positions, we offer the link to a contact communication channel, where the applicants can give their suggestions to the state of the selection process. There is always a link to a contact person for possible questions concerning a particular selection process from the site of a candidate. It will be adjusted to a current advertisement for a position. see Nr 5.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes partially	In connection with item 22, all comments will form the basis for correction of possible drawbacks, supplementing of information and general updating of the selection system. and their formalization in the form of a methodological procedure, see point 5 of the AP An open feedback from the site of internal or external candidates is a needed basis for searching for the flaws of the settled system and the methodology of selection of employees according to OTM-R. Within the regular surveys of the employees' satisfaction see Nr. 16 AP, the field of recruitment will also be one of the assessed fields where the feedback from the employees will be required see Nr 11 AP