

OTMR-policy

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Checklist OTM-R

Name of the organization: The Transport research center

Project number: CZ.02.2.69/0.0/0.0/18_054/0014641

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	Open	Transparent	Merit-based	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	--	We do not have our version of OTM-R policy.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	--	We do not have any internal guide according to OTM-R policy.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	--	We do not have our version of OTM-R policy.
Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Use of job portals, social media, website.
Do we have a quality control system for OTM-R in place?	x	x	x	--	We do not have our version of OTM-R policy.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+	Job advertisements are in Czech language only on our website; however, we aim to improve English version of CDV website.

Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	--	We do not have our version of OTM-R policy.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+	We do not have our version of OTM-R policy; however, we reach to age diversity and gender diversity.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	++	Even though we do not have our version of OTM-R policy, we provide attractive working conditions (sabbatical, flexible working hours, work from home, part-time contracts, above-standard length of vacation leave).
Do we have means to monitor whether the most suitable researchers apply?				--	We do not have any tools for this.

Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++	Job advertisements are only in Czech language; however, we are going to have them in English language too.
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		+/-	Job advertisements include job title, job description, qualification prerequisites, start date, GDPR information, basic information about institution, contact person.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		--	We do not use them.
Do we make use of other job advertising tools?	x	x		+/-	Use of job portals, social media, and website. However, those advertisements are in Czech language only.
Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			+/-	Candidates apply for job by e-mail or job portal - we eliminate administrative burden this way.

Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	-/+	Top management positions are selected by committee (according to relevant law).
Do we have clear rules concerning the composition of selection committees?		x	x	++	Rules are listed in Internal documents, on regular selection process there is always direct superior, personnel, and head of department. Selection committee for top management positions are composed according to relevant law.
Are the committees sufficiently gender-balanced?		x	x	+/-	We give the opportunity to both men and women.
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	-/+	We do not have any clear guideline, but we take them in consideration.

Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++	All candidates are informed by e-mail at the end of selecting process.
Do we provide adequate feedback to interviewees?		x		-/+	We provide general feedback, more detailed on request.
Do we have an appropriate complaints mechanism in place?		x		-/+	In case of complaints candidate can contact personnel department.

Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				--	Because of the absence of OTM-R policy.