

Comments on the implementation of the OTM-R principles (Open, Transparent and Merit-based Recruitment) – *status April 2024*

The [Competitive Hiring Process Code](#) was updated in 2022. In connection with this, additional consultations took place at the HR level regarding compliance with OTM-R principles throughout CU and raising awareness for appropriate standards in this area.

The principles of the Competitive Hiring Process Code may be applied to other positions as well (not only academic staff). Procedures are also being unified with respect to advertising vacancies and managing the recruitment process for administrative positions (with a view to unifying all recruitment processes).

HR training focusing specifically on the topic of effective recruitment took place in 2022, and we will repeat this training in the future. In 2023, the new position of recruitment specialist was established at the Rectorate, which, in the first phase, supports the unification of the recruitment process for administrative positions. As part of the 2024–2026 action plan, it will further expand its activities to other types of positions.

With respect to internal development at CU, an internal application for selection procedures is being developed that complies with the requirements of the Competitive Hiring Process Code. This was gradually launched on a pilot basis at three faculties. The application allows you to prepare, approve, and publish advertisements both in Czech and English. Advertisements entered in the application are automatically uploaded to the CU career pages, Euraxess and the Researchjobs portal. The application also enables the nomination of a selection committee and the collection of basic information about applicants and their materials for the selection procedures and their evaluation. In addition, the application addresses the identity of internal and external applicants in the context of the GDPR and cyber security. This application will continue to be developed so that it can be used in as many faculties as possible throughout the university. In addition to unifying, digitalizing, and improving the recruitment process, this application will also allow overall reporting, among other things, regarding the gender of applicants (those who have applied and those who have been selected) and members of the selection committee. This information is not available centrally at this time. Moreover, the advertising environment on the largest external job portal in the Czech Republic (jobs.cz) was unified for all faculties and units, although this is primarily focused on advertising administrative positions. During the next period, we will focus on the connection with the internal application for advertising vacancies with the aim of unifying the procedures within the recruitment process as much as possible.

The heterogeneity of the university still does not allow a central team to supervise the compliance of all OTM-R principles at the faculty level and, if necessary, sanction non-compliance. A solution is offered in the form of a unified application that is currently being developed.

The overall strategy of supporting external applicants is fully in line with CU's strategic plan. Applicants are presented with the advantages of the working environment, work-life balance, an equal opportunities plan, the principles of career development, employee benefits, etc. The overall policy and strategy of supporting international applicants creates a comprehensive ecosystem that is fully in line with CU's strategic plan. An important element was the establishment of a relocation centre, the [CU Staff Welcome Centre](#), which contributes to the attractiveness of CU as an employer and helps international employees adjust to their new environment.

The recruitment strategy is in line with other policies relating to the employment of disadvantaged persons, which is reflected, for example, in the establishment of the Equal Opportunities Board and the creation of the Equal Opportunities Plan.

Our OTM-R strategy promotes favourable working conditions. The effort to obtain the best talents on the labour market is a natural impetus for improving working conditions (leading to the above activities).

Advertisements in the new application are displayed uniformly with clearly defined parameters. Displaying advertisements on servers such as Researchjobs or Euraxess also requires a uniform presentation. Advertisements on the CU career pages (internally or on the external advertising portal jobs.cz) are similarly displayed in a uniform fashion.

On the CU career pages, applicants can find in the published advertisements links to important sources of information about CU (such as benefits, support for employees, etc.) or materials for participating in selection procedures.

The individual faculties are mainly responsible for using the Euraxess portal. We are gradually striving to make better use of all of the available options in the portal.

For recruitment, we use several platforms – the CU career pages, the job portals jobs.cz and práce.cz, Researchjobs, Euraxess, or other individual activities of the faculties.

We reduce the administrative burden for applicants by expanding the digitalization of processes. Applications for selection procedures can be submitted electronically, and it is also possible to conduct interviews remotely.

The Competitive Hiring Process Code defines the conditions for the creation and configuration of the selection committees.

Selection committees are organized mainly with regard to expertise. However, other criteria are taken into account with regard to the seniority, gender, and nationality of members of the selection committees. A new unified application will make it easier to monitor the structure of the selection committees.

Selection of the best candidate is based on the rules of the selection procedures described in detail in the Competitive Hiring Process Code, and the selection committee is required to follow these rules.

At the end of the selection process (for unsuccessful candidates, this may already be in progress), the selection committee immediately informs all candidates about the result of the selection procedures.

If a candidate is interested in feedback on participation in the selection process, information is provided about their strengths and weaknesses.

At the faculty level, statistics are kept regarding selection procedure complaints. There is no unified mechanism for resolving selection procedure complaints, however, the Competitive Hiring Process Code clearly specifies the obligations and rules for the entire selection process and is in compliance with the OTM-R principles. Next to it, the newly established position of university ombuds and faculty ombudspersons makes it possible for candidates to contact these persons with their complaints.