OTM-R Checklist for institutions

	Open	Transparent	Merit-based	Answer: Yes completely Yes substantially Yes partially No	Suggested indicators (or form of measurement)
OTM-R system					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+	Tasks: 1.Creating the evaluation criteria for candidates applying for academic staff positions – Responsibility: HR Manager, Director for Organization and Planning – deadline: 2020-2021 winter semester 2.Introducing the principles for creating individual CDP [Career Development Plan] plans for all research and didactic and research employees in a time horizon of four years – responsible: Coordinator for Innovation, University Development and Research, Deputy-Rector for Scientific Research – deadline: 2020/2021 summer semester
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester

6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/-	Task: Completing the process of formulating extensive and precise TSOs, so that the candidate is clearly informed about the expectations related to the function/position - responsible: Director for Organization and Planning, HR Manager, Coordinator for Innovation, University Development and Research – deadline: 2019/2020 winter semester
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
8. Is our current OTM-R policy in line with HR policies to attract underrepresented groups?	x	x	x	+/-	Tasks: 1.Posting information on the University's website in the career tab - responsible: HR Manager, Coordinator for Innovation, Coordinator for Innovation, University Development and Research – deadline: 2019/2020 winter semester 2.Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/-	Tasks: 1.Introducing the possibility of submitting documentation, scientific achievements reviews, diplomas, acknowledgements, student surveys, dissemination and communication, detailed descriptions of the course of grants, scholarships, knowledge transfer, etc. presenting the full profile of the candidate - responsible: HR Manager – deadline: 2019/2020 winter semester 2.Implementation of the development management process (including training) on the Employee Portal platform for academic employees - responsible: Manager, Project Coordinator (Project Office) – deadline: 2019/2020 summer semester 3.Introducing the principles for creating individual CDP [Career Development Plan] plans for all research and didactic and research employees in a time horizon of four years - responsible: Coordinator for Innovation, University Development and Research, Deputy-Rector for Scientific Research – deadline: 2020/2021 summer semester 4.Conducting employee evaluation every 4 years. The possibility of changing the profile (research, research and didactic, didactic) and the possibility of financing research and development works – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 summer semester

10. Do we have means to monitor whether the most suitable researchers apply?					-/+	Task: Creating the evaluation criteria for candidates applying for academic staff positions – responsible: HR Manager, Organization and Planning Director – deadline: 2019/2020 summer semester
Advertising and application phase						
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
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			+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			+/-	Tasks: 1.Informing outgoing employees about the possibilities of cooperation with other universities providing them with offers from the Ministry websites and euraxess.com – responsible: HR Department, Department of Science – deadline: 2019/2020 summer semester 2.Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
14. Do we make use of other job advertising tools?	x	x			+/-	Tasks: 1. Posting information on the University's website in the career tab – responsible: HR Manager, Coordinator for Innovation, University Development and Research – deadline: 2019/2020 winter semester 2.Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester

Question					Task
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			-/+	Task: Completing the process of formulating extensive and precise TSOs, so that the candidate is clearly informed about the expectations related to the function/position – responsible: Director for Organization and Planning, HR Manager, Coordinator for Innovation, University Development and Research – deadline: 2019/2020 winter semester
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a)]		x	x	-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
17. Do we have clear rules concerning the composition of selection committees?		x	x	-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented – responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
18. Are the committees sufficiently gender-balanced?		x	x	+/-	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
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	-/+	Tasks: 1.Adapting the employment principles to the new Act 2.0 on higher education and creating a new division of employee profiles into research, research and didactic, and didactic; defining new requirements for each group of employees – responsible: Director for Organization and Planning – deadline: 2019/2020 winter semester 2.Completing the process of formulating extensive and precise TSOs, so that the candidate is clearly informed about the expectations related to the function/position – responsible: Director for Organization and Planning, HR Manager, Coordinator for Innovation, University Development and Research – deadline: 2019/2020 winter semester
Appointment phase					
20. Do we inform all applicants at the end of the selection process?		x		-/+	Task: Creation of CV response templates - responsible: HR Manager – deadline: 2019/2020 winter semester

21. Do we provide adequate feedback to interviewees?		x		-/+	Task: Creation of CV response templates - responsible: HR Manager – deadline: 2019/2020 winter semester
22. Do we have an appropriate complaints mechanism in place?		x		-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+	Task: Working out the recruitment procedure for the academic staff in accordance with the OTM-R to be verified with the new provisions of the Act 2.0 on higher education and implemented - responsible: HR Manager, Director for Organization and Planning – deadline: 2020/2021 winter semester