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How do you know?

**Important message to institutions:**

**Site Visits:** All HRS4R in-house audits planned for 2021 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:** 2018SK344028

**Name Organisation under review:** University of Zilina

**Organisation's contact details:** Univerzita 1, Zilina, Slovakia, 01026

**Submission date:** 23/09/2021

**Date endorsement charter and code:** 11/10/2018

## 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.

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How do you know?

	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	Directive No. 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	Directive No. 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff. (June, 6, 2021) Directive No. 159/2017 UNIZA Staff Regulations (November, 1, 2017).
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	The duty of an employee to learn about the regulations governing their work is based on Directive No. 159/2017 of the UNIZA Staff Regulations. Approximately 205 employees are involved in the selection process.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	<a href="https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie">https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie</a> <a href="https://www.profesia.sk/">https://www.profesia.sk/</a> <a href="https://euraxess.ec.europa.eu/my">https://euraxess.ec.europa.eu/my</a>
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	N/A

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	The proportion of applicants outside the organization depends upon the occupied job position. The first step is always to get experts from internal staff of the University. If we do not have suitable internal candidates, we publish positions on the webpages: <a href="https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie">https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie</a> <a href="https://www.profesia.sk/">https://www.profesia.sk/</a> <a href="https://euraxess.ec.europa.eu/my">https://euraxess.ec.europa.eu/my</a>
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	In case we do not have suitable internal candidates, we try to take advantage of the opportunity to get suitable candidates out of the external environment. The recruitment conditions and the offered working conditions are the same for applicants from Slovakia or abroad. In order to simplify the recruitment process, we have introduced the possibility to take part in the selection procedure through Skype or other available electronic means.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	The recruitment conditions and the offered working conditions are the same for all of the applicants.

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	The recruitment conditions and the working conditions offered are the same for all applicants. Under the real conditions of the university, implemented on the basis of Act No. 553/2003 on remuneration of certain employees performing work in the public interest <a href="https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2003/553/20180501">https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2003/553/20180501</a> is a financial evaluation of researchers often below the starting salary of a graduate in the business environment.
Do we have means to monitor whether the most suitable researchers apply?				-- No	N/A
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	Directive No. 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff. (June, 6, 2021). Directive No. 159/2017 Staff Regulations (November, 1, 2017).

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
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	In advertisements, we do mention the terms and conditions for the applicants and the conditions of admission, as set out in the Directive No. 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff. Advertisements do not include career development opportunities and career growth prospects.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	The share of job advertisements posted on EURAXESS was about 1.7% The proportion of applicants outside the organizations received from abroad is 2%.
Do we make use of other job advertising tools?	x	x		++ Yes completely	<a href="https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie">https://www.uniza.sk/index.php/pracovne-miesta-vyberove-konanie</a> <a href="https://www.profesia.sk/">https://www.profesia.sk/</a> <a href="https://euraxess.ec.europa.eu/my">https://euraxess.ec.europa.eu/my</a> UNIZA official noticeboards.
Do we keep the administrative burden to a minimum for the candidate?	x			+/- Yes substantially	Candidates may submit their applications electronically, the selection procedure may be conducted through on-line tools, the required documents may be in the form of an unverified copy of the original or a scan copy. Personnel officers provide candidates with full support in processing employment certificates, documents and insurance.
Selection and evaluation phase					

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Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement) How do you know?

Do we have clear rules governing the appointment of selection committees?	x	x	+/- Yes substantially	Directive No. 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff. Commission of at least 3 members. A member of the selection committees may also be an expert outside UNIZA. In the case of foreign candidates, the members of the commission can speak English fluently so that they can conduct a job interview in a foreign language. Under the conditions regarding the members of the selection committee, the conditions do not clearly state that a member must be a woman.
Do we have clear rules concerning the composition of selection committees?	x	x	++ Yes completely	Directive 200/2021 Principles of the Selection Procedures on recruitment of higher education teaching staff, research posts, professors and associate professors, and the functions of managerial staff.
Are the committees sufficiently gender-balanced?	x	x	-/+ Yes partially	The composition of the committees is not determined by gender but by expertise.
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	N/A
Appointment phase				

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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement) <small>How do you know?</small>
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	N/A
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	N/A
Do we have an appropriate complaints mechanism in place?		x		++ Yes completely	Directive No. 155/2017 Handling Complaints by Natural and Legal Persons at UNIZA.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	N/A