

OTM - R

A GENERAL POLICY OF OPEN, TRANSPARENT AND FAIR RECRUITMENT AND SELECTION PROCEDURES

In March 2019, the Institute of Physiology of the CAS, v. v. i. (hereinafter referred to as the "Institute of Physiology" or "IPHYS") became a recipient of the HR Excellence in Research Award, which is awarded by the European Commission. This award recognises that the *i n s t i t u t i o n* has adopted and is acting in accordance with the principles set out in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.



HR EXCELLENCE IN RESEARCH

The HR Excellence in Research Award will thus support the researchers of IPHYS in their applications for international funding and in recruiting new researchers to the Institute. The award promotes the Institute as an institution providing a supportive working environment internationally.

This prestigious award goes along with a commitment to adopt and apply certain principles and rules regarding the recruitment of researchers.

The selection and recruitment process at IPHYS must comply with the principles of an open, transparent and merit-based recruitment policy (hereafter referred to as the OTM-R policy).

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| O - OPEN | <i>all tenders are published</i> |
| T - TRANSPARENT | <i>the selection criteria are always included in the text of the ad</i> |
| M - MERIT BASE | <i>consideration of the applicant's exper. and proven track record</i> |
| R - RECRUITMENT | <i>a defined recruitment procedure</i> |

POLICIES FOR ADVERTISING VACANCIES AND APPLYING

Recruitment and employment of workers in the Czech Republic is generally regulated by the Labour Code No. 262/2006 Coll. and the Employment Act No. 435/2004 Coll.

The recruitment and selection process respects IPHYS's GDPR (Data Protection) Principles and the principles of equal treatment set out in the Anti-Discrimination Act.

The recruitment and selection process is sponsored by the Human Resources Unit of the IPHYS Economic Administration.

All competitions are published on the IPHYS website, on the career website of the Academy of Sciences of the Czech Republic, on the EURAXESS platform and, where relevant, on specialised paid websites, to ensure that information about the open position reaches the widest possible audience potential candidates. IPHYS strongly supports the employment of external candidates, candidates from abroad (it has a dedicated position of personnel consultant for the employment of



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foreigners and the provision of foreign stays for existing staff of the Institute) and does not restrict the employment of persons belonging to disadvantaged groups. Applicants' gender, age, sexual orientation, health or marital status, racial or ethnic origin, religion or political beliefs are not taken into account in the assessment of applicants.

IPHYS encourages part-time employment, provides the option of working from home, dedicates funds to the training and development of researchers, is flexible in terms of scheduling work duties, and parents of young children returning from maternity/paternity leave are supported, for example, by being able to place their children in children groups.

In line with open and transparent recruitment procedures, advertised positions are worded as concisely and clearly as possible. These offers of employment shall include the following details, published directly in the advertisement, with links to where the information can be found where appropriate:

- Job title and research area determined by the focus of the scientific department
- Type of employment (full-time, part-time, amount of time)
- Location
- Expected onset
- Job description
- Minimum educational requirements, work experience and competences required
- Information on IPHYS salary rules and benefits
- Documents required from the applicant
- Contact details for enquiries

IPHYS strives to minimize the administrative burden on applicants and allows applications for vacancies to be submitted via electronic communication. In all cases, and in the best interests of researcher applicants, the IPHYS tries, wherever possible, to limit the documentary requirements and, where documents are legally required, applicants may declare that they will submit them after the selection procedure. In most cases, only a structured CV is sent, together with a cover letter.

Candidates who respond to a job offer and submit their documents as part of the application process, and whose interest is deemed confirmed will be informed by email of acceptance of their application and the next steps. A timetable will also be set as part of the established procedure. The procedure must allow sufficient time for external candidates to make the necessary travel arrangements and to prepare properly for the interview. At the same time, it may be proposed that the selection interview be conducted in the form of an online/zoom meeting.



THE PRINCIPLES OF EVALUATION, SELECTION AND COMMUNICATION WITH APPLICANTS

Determination of the selection committee

The selection committee is determined by the new recruit's supervisor or project leader. The committee shall consist of at least 3 members, who shall normally be the new recruit's manager/supervisor, a representative of the HR department and another collaborating colleague and/or future supervisor. The supervisor may, in exceptional justified cases, provide for a smaller number of committee members. In the case of recruitment of researchers in the context of an advertised competition for Start Up or for the position of Head of Department, the internal guidelines of the IPHYS shall be followed in determining the committee.

Aspects such as the professional profile of committee members, their experience in the field, and gender balance are taken into account in the composition of the Selection Committee.

The Head, in cooperation with the HR Department, will select the most suitable candidates and invite them to participate in a selection procedure conducted by a Selection Committee.

If it is not possible to interview a candidate in person, remote communication is used - online meeting.

Both advancing and unsuccessful applicants are kept informed by email of the stage of the process, the results and the next steps.

The interview is conducted with the aim of selecting the most suitable candidate by checking the candidate's motivation and assessing their past performance and future potential. Merit is assessed quantitatively and qualitatively. The selection procedures take into account, according to the job description, the output of the staff through bibliometric indicators as well as experience in managing research and other projects, managing teams, PhD students, knowledge transfer, knowledge of specific methodologies, etc. When filling positions under the announced Start Up, Career Programme or Head of Department positions, presentations by individual candidates may be part of the selection procedure, the process being regulated in the relevant internal guidelines.

Evaluations will be recorded for the necessary period of time in accordance with GDPR rules in order to be able to be demonstrated in the future on the basis of which criteria and reasons a particular candidate was selected or not selected.

The selected candidate will receive an official job offer, which includes information on the job description, start date, salary and working conditions, etc. Once the candidate confirms that he/she accepts the offer, the HR Department takes over communication with the prospective employee regarding the signing of the employment contract and other legalities related to the new position.

In the event that objections are raised against the outcome of the selection procedure, the IPHYS shall proceed in the recommended manner. Complaints and objections shall be dealt with by the management of the IPHYS in cooperation with the head of the selection board within 30 days.

PRINCIPLE OF MONITORING COMPLIANCE WITH OTM-R RULES

The HR Department of the Economic Administration is responsible for monitoring compliance with the OTM-R policy. This department is also the guarantor of any further changes and implementations in the OTM-R policy.



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To objectively monitor compliance with the OTM-R, the following indicators have been identified and should be monitored and evaluated at regular intervals.

- Number of external vs. internal applicants - absolute number, share, trend
- Number of applicants from abroad - absolute number, share, trend
- Number of female applicants - absolute number, share, trend
- Total number of applicants - trend
- Number of advertisements on EURAXESS and other job portals - absolute number, share, trend
- Number of women on selection committees - absolute number, proportion, trend

The HR Department monitors and evaluates the above indicators and recommends measures based on the status of their development in order to ensure compliance of IPHYS's activities with the OTM-R policy.

The OTM-R policy and any further modifications to this document will be published on the IPHYS website in Czech and English and communicated internally.

Final provision:

These policies have been developed based on previous monitoring of the set-up and recruitment procedure. On the basis of the experience gained, shortcomings or potential risks in the recruitment procedure, it was decided to develop a new document, the OTM - R Policy, to replace the previously represented documents. This document will enter into force in 2023.

The document was prepared:

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