



OTM-R

OPEN · TRANSPARENT · MERIT-BASED · RECRUITMENT

OPEN AND TRANSPARENT

RECRUITMENT

BASED ON QUALITY

April 2026

POLICY GENERAL PRINCIPLES OF OPEN, TRANSPARENT, AND FAIR PROCEDURES FOR THE RECRUITMENT AND SELECTION OF FGÚ EMPLOYEES

In March 2019, the Institute of Physiology of the Czech Academy of Sciences (hereinafter referred to as the “Institute of Physiology” or “FGÚ”) received the HR Excellence in Research Award, granted by the European Commission. This award recognizes that the institution has adopted and adheres to the principles set forth in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers.

Receiving the HR Excellence in Research Award will thus support the institute’s researchers in their applications for international funding and in recruiting new researchers. The award promotes the institute as an institution that provides a favorable working environment on an international scale.

This prestigious award goes hand in hand with a commitment to adopt and implement certain principles and rules regarding the recruitment of researchers.

The selection process and hiring of new employees at the FGÚ must comply with the principles of an open, transparent, and merit-based hiring policy (hereinafter referred to as the OTM-R policy).



O – OPEN	<i>All selection procedures are published</i>
T – TRANSPARENT	<i>Selection criteria are always included in the job posting</i>
M – MERIT-BASED	<i>Consideration of the candidate’s experience and demonstrable results</i>
R – RECRUITMENT	<i>Defined procedure for hiring new employees</i>

STANDARD SELECTION PROCEDURE OF THE INSTITUTE OF PHYSIOLOGY

I. GUIDELINES FOR ADVERTISING JOB OPENINGS AND SUBMITTING APPLICATIONS

The hiring and employment of workers in the Czech Republic is generally governed by the Labor Code No. 262/2006 Coll. and the Employment Act No. 435/2004 Coll.

The recruitment and selection process complies with the GDPR (General Data Protection Regulation) principles at the FGÚ and the principles of equal treatment set forth in the Anti-Discrimination Act.

The recruitment and selection process is overseen by the Human Resources Department of the FGÚ’s Administrative Division.

All selection procedures are published on the FGÚ website. Further dissemination of job postings is determined based on the nature of the position and the target group of applicants.

Job postings in both Czech and English may also be published on the career pages of the Czech Academy of Sciences and through relevant job portals such as ResearchJobs.cz, EURAXESS, or jobRxiv.org. Positions in Czech may also be advertised on the Jobs.cz or Práce.cz portals. For these purposes, the FGÚ uses subscription services paid for centrally by the institute.

In justified cases, job postings may also be published on other specialized platforms targeting the international scientific community (e.g., FindAPhD, FindAPostDoc.com, or Nature Careers). The head

of the department decides on the scope of this advertising, with costs covered by the department's budget.

The goal is to reach the widest and most relevant pool of applicants, including candidates from abroad. The FGÚ supports the hiring of external and foreign applicants and provides them with appropriate administrative support.

FGÚ applies equal treatment to all applicants. Gender, age, sexual orientation, health or family status, racial or ethnic origin, religion, or political beliefs do not play a role in the evaluation process.

The FGÚ supports part-time employment, offers the option of working from home, allocates funds for the education and development of researchers, is flexible regarding the scheduling of work duties, and supports parents of young children returning from maternity/paternity leave, for example, by allowing them to place their children in daycare groups.

In accordance with open and transparent hiring procedures, job postings are formulated as concisely and clearly as possible. These job offers include the following details published directly in the posting, or with links indicating where the information can be found:

- Job title and research area corresponding to the focus of the relevant scientific department
- Type of employment (full-time, part-time, work schedule)
- Location
- Expected start date
- Job description
- Minimum requirements for education, work experience, and required competencies
- Information on FGÚ's compensation policies and benefits
- Documents required from the applicant
- Contact information for inquiries

The Institute of Physiology strives to minimize the administrative burden on applicants and allows applications for open positions to be submitted via electronic communication. The Institute of Physiology endeavors to limit document requirements to the absolute minimum; in most cases, only a structured resume and a cover letter are required.

For research positions, contact information for 2–3 references or letters of recommendation may also be required.

Applicants who respond to a posted job opening and have submitted their documents as part of the application process—and are thereby deemed to have confirmed their interest—are notified by email of the receipt of their documents and the next steps. A timeline will also be established as part of the set procedure. The process must allow external applicants sufficient time to arrange necessary travel and properly prepare for the interview. It is also possible to propose conducting the selection interview via an online/Zoom meeting.

II. PRINCIPLES OF EVALUATION, SELECTION OF CANDIDATES, AND COMMUNICATION WITH THEM

Establishment of the Selection Committee

The selection committee is appointed by the supervisor of the new employee or the project manager. The committee has at least 3 members, who are typically the supervisor of the new employee/immediate superior, a representative of the HR department, and another collaborating colleague and/or future supervisor. In rare, justified cases, the supervisor may appoint a smaller number of committee members.

In the case of recruiting researchers within the framework of an announced Start Up program or for the position of department head, the selection committee is established in accordance with the institute's internal guidelines.

When forming the selection committee, aspects such as the professional profile of its members, experience in the relevant field, and gender balance are taken into consideration.

The head, in cooperation with the HR department, selects the most suitable candidates and invites them to the selection process conducted by the selection committee.

If it is not possible to conduct an interview with a candidate in person, remote communication methods—such as online meetings—are used.

Candidates are informed about the progress of the selection process in an appropriate manner, usually via email, particularly regarding the outcome of the selection process and any further steps.

The interview is conducted to assess the candidate's suitability, particularly their motivation, professional qualifications, past achievements, and future potential. The evaluation is based on both qualitative and quantitative criteria appropriate to the nature of the position. During the selection process, factors such as publication activity, experience with project management, team or student leadership, knowledge transfer, or knowledge of specific methodologies may be taken into account.

For certain types of positions (e.g., within Start-Up programs, career programs, or leadership roles), the selection process may also include candidate presentations, with the specific procedure outlined in the relevant internal guidelines.

An appropriate record of the selection process and its outcome is maintained for the necessary period in accordance with GDPR rules to document the evaluation method and the reasons for the selection.

Data Protection

Candidates' personal data is retained only for as long as strictly necessary:

- for the duration of the selection process and subsequently for a reasonable period (typically a maximum of 6–12 months);
- longer retention is possible only with the candidate's consent.

The selected candidate is notified of the job offer, typically via email or another appropriate method. The offer includes basic information about the position, the expected start date, and the terms of employment and compensation.

Once the candidate accepts the offer, the HR department takes over communication with the future employee and handles the administrative and legal formalities associated with starting employment.

If objections are raised against the outcome of the selection process, these are reviewed by the institute's management in cooperation with the head of the selection committee. Complaints are addressed within a reasonable timeframe.

The head of the committee or a member designated by him or her prepares the minutes and states the selection committee's conclusion.

SPECIFIC SELECTION PROCEDURE REGIMES

In addition to the standard selection process, specific recruitment procedures may be applied in justified cases. These procedures are used primarily in situations where the nature of the employment relationship, time constraints, or specific requirements of the position do not allow for the full application of the standard selection process.

The head of the department decides on the use of a specific procedure in cooperation with the HR department. Even in these cases, the fundamental principles of OTM-R must be upheld, particularly transparency, equal treatment, and adequate documentation of the selection process.

1. **Simplified (expedited) selection procedure**

For positions with a very low workload (typically from 0.1 to 0.4 FTE) or of a short-term nature, a simplified procedure may be used.

- The selection process is published primarily on the FGÚ website,
- the application deadline may be appropriately shortened,
- selection may also be based on directly approaching suitable candidates,
- the process may take a less formal form (e.g., a smaller selection committee),
- the principles of OTM-R (transparency, equal treatment, justification of selection) must always be upheld.

2. **Doctoral Students (PhD Students)**

In the case of doctoral students, the initial selection is conducted by the relevant university through the respective departmental councils.

- The FGÚ acts as a training and research institution,
- selection takes place in cooperation between the supervisor and the institution,
- the procedure is governed by the university's rules,
- the FGÚ ensures transparent and non-discriminatory conditions within the scope of its role.

3. **Non-employment agreements (DPP, DPČ)**

For short-term or auxiliary work, employment based on non-employment agreements may be utilized.

- The selection process may be flexible, including direct outreach to candidates,
- the process does not have to take the form of a standard selection procedure,
- and even in these cases, the principles of equal treatment and non-discrimination are observed.

The procedures described are always applied with due regard for the fundamental principles of OTM-R.

III. PRINCIPLE OF MONITORING COMPLIANCE WITH OTM-R RULES

The Human Resources Department of the Economic Administration is responsible for monitoring compliance with the OTM-R policy.

This department is also the guarantor of all further changes and implementations in the OTM-R policy. To objectively monitor compliance with OTM-R, the following indicators have been identified, which should be monitored and evaluated at regular intervals.

- Number of applicants from abroad – absolute number, percentage, trend
- Number of female applicants – absolute number, percentage, trend
- Total number of applicants – trend
- Number of job postings on EURAXESS and other job portals – absolute number, percentage, trend
- Number of women on selection committees – absolute number, percentage, trend

The Human Resources Department monitors and evaluates the above indicators and, based on their development, recommends measures to ensure that the FGÚ's activities comply with OTM-R rules.

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

Final Provision:

These principles were developed based on prior monitoring of the procedures and processes related to the hiring of new employees. Based on the experience gained, identified shortcomings, and potential risks in the hiring process, it was decided to draft a new document, the OTM-R Policy Principles, to replace the previously existing documents.

Attached is the document: Recommended Guidelines for Conducting a Job Interview, including an Evaluation Record Sheet

Prepared by:

Petra Janečková, Deputy Director for Administration

Ing. Kateřina Rozsypalová, HR Specialist – Foreign Employee Relations