

BUT OTM-R POLICY

OTM-R	Open	Transparent	Merit-based	Answer ++ Yes, completely +/- Yes substantially -/+ Yes partially -/- No	Proposed 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	-/- No	We have no OTM-R policy. Some principles of OTM-R are defined by the BUT Statute (CZ/EN) : The OTM-R is very little enshrined in recruitment/selection regulations and other Personnel Documents.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	<p>We have the Rules for Selection Procedures in Czech and English, and they are not in accordance with the Charter and the Code. The principles of the OTM-R policy will be enshrined in the revised The Rules for Selection Procedures at BUT. There are no guidelines setting out clear rules at BUT.</p> <p>The Rules for Selection Procedures at BUT in CZ/AJ:</p> <p>BUT Code of Conduct in CZ/AJ:</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (Academic staff AS, Researchers R, Technical/Office Staff TOS, or Workers W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p>

<p>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</p>	x	x	x	-/- No	<p>There is no training concept for the members of the Selection Committee for recruitment. Each member of the Selection Committee is obliged to get acquainted with the Rules for Selection Procedures. The members of the committee meet before the discussion part of the selection procedure and they discuss the specific position that selection procedure aims to fill. HR staff are not present for every selection procedure.</p> <p>With regard to the most represented groups of researchers at CEITEC BUT, regular training in the field of recruitment takes place here.</p> <p>There is no internal educational programme or methodology for this.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, or W) including instructions for Selection Committees and e-learning training for members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p>
<p>4. Do we make (sufficient) use of e-recruitment tools?</p>	x	x		+/- Yes substantially	<p>There is no E-tool for recruitment at BUT.</p> <p>Only e-recruitment is used via the external Teamio tool (Jobs.cz and Práce.cz), where advertisements for selected positions are entered.</p> <p>Advertising is also placed on web job portals (only Czech: Věda a výzkum, Researcher, jobs.ac.uk).</p> <p>Currently, with regard to the highest representation of researchers, CEITEC BUT uses LinkedIn for occasional electronic recruitment.</p> <p>The selection procedure is then conducted personally with the selected candidates.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data etc.) in</p>

					<p>accordance with the Charter and the Code, enshrining the principles of OTM-R policy.</p> <p>Note for individual groups of employees (AS, R, TOS, or W)</p>
5. Do we have a quality control system for OTM-R in place?	x	x	x	-/- No	<p>There is currently no OTM-R quality control system.</p> <p>There is only a model document Record of the Selection Procedure.</p> <p><u>CEITEC BUT uses ISAB</u> (International Scientifica Advisory Board) for RGL level and the resources of the CEITEC consortium with regard to the specific focus and researchers.</p> <p>At BUT, there is a Control Department and an Internal Audit Department, which does not manage / control the selection procedures agenda.</p> <p>Uniformity, transparency and control of OTM-R at BUT could be ensured and coordinated by the HR Support Department at BUT, which would be newly established at the Personnel Department and would function as a Support Department for the entire BUT in the field of labour law and personnel area.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code, enshrining the principles of OTM-R policy.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, or W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise the Ruels for Selection Procedures and creation</p>

					<p>of new updated RSP (The Rules for Selection Procedures at BUT) so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to establish a Support Department in the field of HR for the entire BUT.</p>
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	<p>Positions are published on the BUT website in the Czech language and on the Czech version of the website. Furthermore, job offers are also published on the websites of Faculties / Component parts (F/C). There are big differences across the university that are related to the focus of F/C. A significant share is made up of external applicants, but not foreign ones. Some positions of researchers for projects where a language other than the national language is required are published in English. Some F/C advertise jobs on foreign websites, e.g. ResearchGate.</p> <p>At the moment, it is the CEITEC BUT that is more or less publishing the vacancies at Euraxess. Candidate contacts are also obtained in person at foreign conferences or in international projects.</p> <p>Vacancies: https://vutbr.jobs.cz/ – only in Czech.</p> <p>The aim is to create sample templates in English for various positions with fixed and flexible data so that the advertisement of job offers for researchers is in English and posted on the Euraxess portal, according to the conditions of the selection procedure and the Rules for Selection Procedures at BUT</p> <p>The aim is to create templates for selection procedures for other groups of employees (AS, TOS), both in the national language and in English.</p>

<p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p>	x	x	x	<p>+/- Yes substantially</p>	<p>Unfortunately, at present, advertising on the BUT Career Website is published only in the Czech language: https://www.vutbr.cz/en/board/jobs, Furthermore, the advertisement of the position itself is also posted on the websites of Faculties / Component parts (F/C). Sometimes other portals are used, e.g. LinkedIn, ResearchGate, etc. It is CEITEC BUT that most often advertises at Euraxess, with regard to researchers. At the same time, the interested party can read information about BUT research centres on the web: https://www.vutbr.cz/en/rad/centres For foreign employees, we now also have a Welcome Service at the Brno University of Technology. There is no monitoring of the share of job seekers from abroad. The number of applicants from abroad varies greatly by field. The MEYS (<i>The Ministry of Education, Youth and Sports (MEYS, MŠMT in Czech)</i>) project is a supporting tool for increasing the share of workers from abroad. We currently have 9 follow-up master's degree programmes and 14 doctoral degree programmes taught in English. Due to the teaching in English, a possible increase in staff can be expected.</p> <p>The aim is to unify advertising and transparency of information regarding the individual positions. Creation of model templates in Czech and English with defined data.</p> <p>The aim is to have regular English language courses for all Personnel Officers of the Personnel Department of BUT and Personnel Departments F/C. Course once a week for 4 semesters.</p>
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<p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	x	x	x	-/+ Yes partially	<p>We have no OTM-R policy. We support gender and age diversity. We never assess an applicant's ethnicity or group, but his or her quality, experience, knowledge, mobility, results of creative work and potential. In technical fields, we try to attract women / scientists already from their studies. For example, the Summer School for Girls event is held regularly at FIT (Faculty of Information Technology) http://holky.fit.vutbr.cz/o-skole/. We support women, for example, with flexible working hours, the possibility of part-time work, etc. At BUT, as it is a technical university, women predominate in non-academic positions, while men are the dominant group among academics. Gender policy at Brno University of Technology will also focus on supporting PhD students (R1) in their study and scientific profiling.</p> <p>The aim is to continuously support the non-discriminatory environment at Brno University of Technology with an emphasis mainly on expertise and competencies candidates.</p> <p>The aim is training for managers about equal treatment of all employee groups and exploiting their potential (gender management, age management etc.).</p>
<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	x	x	x	+/- Yes substantially	<p>Despite the absence of an OTM-R policy, we can offer researchers and academics sabbatical, mobility programmes and flexible working hours. At the same time, we offer everyone, regardless of gender, race or religion, work in a multicultural environment and the possibility of part-time work. We enable employees to balance their family and work lives. BUT can offer technical facilities at a high level, including laboratories and workplaces.</p>

					<p>The aim is to conduct a survey of employee satisfaction with the working environment, working conditions and professional development opportunities on a regular basis once every 2 years, and this is not only in order to improve the quality of the recruitment process. The aim is to discover and take possible further measures to improve the quality of the working environment at BUT.</p>
10. Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	<p>At the moment, there is no tool at BUT to assess whether the most suitable candidate reacted to the vacancy offer. There is also no record of job advertisements, including the success of responses and the selection of candidate(s). It is an assessment of CV (Curriculum Vitae) and other materials of those interested in working in science and research at BUT.</p> <p>The CV selection is prepared by HR professionals or the president of the committee, or further as agreed by the management of Workplaces / Institutes / Faculties / Component parts.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise the Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection</p>

					procedures, in order to streamline the advertisement and the recruitment process itself.
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	<p>Vacancies are published according to The Rules for Selection Procedures at BUT, i.e. on the BUT website, job portal, etc.</p> <p>There is no uniform template for advertising at BUT, this is dealt with at the individual F/C. The advertisements always contain at least the data in accordance with The Rules for Selection Procedures at BUT (Chapter 3, point 3). The advertisement is published on the BUT Career Website in Czech. Positions are published on Euraxess mainly through CEITEC BUT.</p> <p>The aim is to create sample templates in English for various positions with fixed and flexible data so that the advertisement of job offers for researchers is in English and posted on the Euraxess portal, according to the conditions of the selection procedure and The Rules for Selection Procedures at BUT.</p> <p>The aim is to create indicative templates for selection procedures for other groups of employees (AS, TOS), both in the national language and in English.</p>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? (viz kapitola 4.4.1 a)	x	x		-/+ Yes partially	<p>Published job offers are linked to the BUT website. We do not add links to GDPR, BUT or its components to this advertisement.</p> <p>A link to the F/C website is added only when advertising on foreign websites.</p> <p>The advertisement contains the name of the position, the basic content of the work, qualification requirements, the date of commencement, i.e. as stated in The Rules for Selection Procedures at BUT.</p> <p>The aim is to create a Methodology that will serve as a supporting</p>

				<p>document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection procedures, in order to streamline the advertisement and the recruitment process itself.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	-/+ / Yes partially	<p>Euraxess or, for example, ResearchGate are used to publish vacancies of researcher positions; these mainly concerns the university's components with a higher percentage of researchers. Euraxess is not used at BUT according to uniform rules.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection procedures, in order to streamline the advertisement and the recruitment process itself.</p>
14. Do we make use of other job advertising tools?	x	x	++ Yes completely	<p>We publish vacancies outside the BUT website on the notice boards of individual components and on official notice boards.</p> <p>We use the jobs.cz portal and (only Czech) the Věda a výzkum portal to publish the positions of non-academic staff. We can use the services of the Labour Office and have vacancies published on their official notice board and website.</p> <p>The aim is to support other channels for advertising and recruitment</p>

					through, for example, LinkedIn or other social networks. This issue will be described in the Recruitment Methodology.
15. Do we keep the administrative burden to a minimum for the candidate? (4.4.2 b)	x			+/- Yes substantially	<p>We minimise the administrative burden. This applies to Czech / Slovak applicants. The applicant may send the documents for the selection procedure electronically and only the selected applicant then submits the original documents. This is also possible for foreign applicants with regard to the rules of registration of the selected candidate in the social security system.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of Selection Committees?		x	x	-/+ Yes partially	<p>There are general definitions for the appointment of a Selection Committee in The Rules for Selection Procedures at BUT (e.g. for which positions a committee must be appointed). The Rules for Selection Procedures at BUT will be revised.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p>

17. Do we have clear rules concerning the composition of Selection Committees?		x	x	-/+ Yes partially	<p>There are general definitions for the composition of a Selection Committee in The Rules for Selection Procedures at BUT (e.g. for which positions a committee must be appointed). The Rules for Selection Procedures at BUT will be revised.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p>
18. Are the committees sufficiently gender-balanced?		x	x	-/- No	<p>The current Rules for Selection Procedures at BUT do not regulate gender diversity. Although the composition of Selection Committees is not limited by the absence of this regulation and gender equality is supported, it is a difficult task in the conditions of a technical university. Emphasis is placed on the committee's expertise. The members of the committee are selected on the basis of their experience, expertise and knowledge, without any discrimination. At the university, this differs across Faculties / Component parts / Workplaces. If possible, we strive for a balanced gender composition for each selection procedure.</p> <p>The aim is to continue to continuously support the non-discriminatory environment at Brno University of Technology, with an emphasis mainly on the expertise and competencies of Selection</p>

				Committees, and also to support an increase in the percentage of women in Selection Committees.
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?			-/+ Yes partially	<p>The Rules for Selection Procedures at BUT specify the procedure and general rule for the selection of candidates, i.e. the candidates who best meet the requirements. A closer assessment of the candidates' merits is not specified in this internal regulation. There are no written instructions that directly address this.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim will be to monitor the share of women in doctoral studies (R1), and the ratio of M/ W after PhD studies (R1 and R2) who remain at university. Monitoring since 2021. The aim will also be to find out why R1 or R2 women are leaving the scientific, research career at BUT.</p>
Appointment phase				
20. Do we inform all applicants at the end of the selection process?		x	+/+ Yes completely	<p>We respond to all applicants who responded to the published vacancy. We use various information tools (written notification, phone call). We do not specify deadlines for responding to the vacancies.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and</p>

				<p>the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
21. Do we provide adequate feedback to interviewees?		x	-/+ Yes partially	<p>We provide feedback upon request. There is no uniform procedure for who is to provide feedback, at what time, in what manner, etc. (whether the chairman of the Selection Committee, Personnel Department professional, other members of the Selection Committee, etc.)</p> <p>The materials are returned to the unsuccessful applicant or they are shredded in accordance with the GDPR.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
22. Do we have an appropriate complaints mechanism in place?		x	-/- No	<p>We do not have a recruitment / selection complaint mechanism set up at BUT. This issue is not regulated in The Rules for Selection Procedures at BUT. The advertisement itself does not include a contact clause in the event a complaint needs to be resolved.</p> <p>The Control Department and the Internal Audit Department at BUT do not manage / control the recruitment / selection agenda.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the</p>

					Code and the principles of OTM-R policy.
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/- No	<p>We do not have a system in place to assess the OTM-R area. Internal audits of Faculties / Component parts are implemented, but they are not uniformly specified in university documents.</p> <p>A survey of employee satisfaction with the working environment, working conditions and opportunities for professional development etc. will be conducted once every 2 years, not only in order to improve the quality of the recruitment process.</p> <p>After the revision of The Rules for Selection Procedures at BUT and the creation of a new updated RSP and the creation of supporting Methodologies for recruitment and selection, it will be possible to evaluate whether OTM-R has brought the expected changes.</p>