

HR Excellence in Research

OTM-R Checklist

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Case number

2021SK629467

Name Organisation under review

Comenius University in Bratislava

Organisation's contact details

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Date endorsement charter and code

15/04/2021

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14/04/2022

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 HR Excellence in Research 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.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
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OTM-R system					
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Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	https://uniba.sk/en/research/hrs4r/
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Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- No	--
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	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	--
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service, antidiscrimination law and various internal documents). Since January 1, 2013 all universities must disclose information about ongoing habilitation procedures, or appointment procedures on a website set by the Ministry of education, science, research and sport of the SR. International websites/portals dedicated to researchers – EURAXESS, Research Gate, LinkedIn etc. – are rarely used.
Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	Internal Regulation No.14/2014 Principles of recruitment/selection procedure for filling of the posts of university teachers/lecturers, researchers, professors and associate professors, managerial staff of CU.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-- No	--
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	--

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-- No	--
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-- No	--
Do we have means to monitor whether the most suitable researchers apply?				-- No	--
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Staff Regulation of Comenius University Bratislava – existing internal legislation. The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service, antidiscrimination law and various internal documents). Since January 1, 2013 all universities must disclose information about ongoing habilitation procedures, or appointment procedures on a website set by the Ministry of education, science, research and sport of the SR.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	--

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-/+ Yes partially	Suggested indicator – Intensify advertisement of job offers on the EURAXESS portal.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Suggested indicator – Intensify advertisement of job offers on the international websites / portals dedicated to researchers – EURAXESS, Research Gate, LinkedIn etc. The process of advertising of vacant positions is specified in detail (by law on Universities, law on work in public service, antidiscrimination law and various internal documents). Since January 1, 2013 all universities must disclose information about ongoing habilitation procedures, or appointment procedures on a website set by the Ministry of education, science, research and sport of the SR.
Do we keep the administrative burden to a minimum for the candidate?	x			-/+ Yes partially	If possible, yes – Staff Regulation of Comenius University Bratislava – existing internal legislation.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	The principle of gender, or age equality is being respected in CU selection committees, in accordance with the law on universities and the antidiscrimination law. New suggested indicator – Create a Human resources and recruiting department.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	-- No	--
Are the committees sufficiently gender-balanced?		x	x	-- No	--
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	--
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	Candidate applying for an advertised position is informed about the recruitment process and selection criteria.
Do we provide adequate feedback to interviewees?		x		-- No	--

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	- Staff Regulation of Comenius University Bratislava – existing internal legislation; - CU Disciplinary regulation; - Internal regulation No. 23/2021 – Internal system for assurance of quality of university education at Comenius University Bratislava, Ethics Code and rules for creative activities of CU; - Ethics committee of the Comenius University Bratislava, Internal Regulation No. 4/2022 – Rules of procedure of Ethics committee of the Comenius University Bratislava; - Directive of the Rector of Comenius University Bratislava on complaint handling – Internal Regulation No. 1/2021.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	No