

# OTM-R POLICY

**The Faculty of Social Studies of Masaryk University adheres to open, transparent, and merit-based criteria in the recruitment and selection of new scientists, researchers, and academics**



**This guide supplements the amended MU Regulations on Competitive Selection Procedures.**

A similar procedure is followed when recruiting and selecting employees for non-academic positions.

# CONTENTS

<b>1. Introduction</b>	<b>3</b>
2. Selection Procedure	5
<b>3. Preparation and conclusion of an employment contract</b>	<b>8</b>
4. Rules for evaluating candidates	9
<b>5. Minimising the administrative burden</b>	<b>10</b>
6. Advertising	11
<b>7. List of advertising portals for vacancies</b>	<b>12</b>
8. Selection procedure feedback	13
<b>9. List of trained members of selection committees</b>	<b>14</b>
10. Compliance with OTM-R policy	15

As an academic institution, the Faculty of Social Studies is founded upon a high level of interpersonal relationships, and takes it for granted that a dignified and respectful environment will be established for its employees.

Throughout this guide, an effort has been made to use gender-neutral language to reflect the gender inclusivity of the faculty.

# Introduction

From 1 January 2023, all selection procedures for the recruitment of scientists, researchers, and academics carried out at the Faculty of Social Studies of Masaryk University (hereinafter FSS MU) are based on the OTM-R policy (Open, Transparent and Merit-based Recruitment). Selection procedures (also below as SP) are open, transparent, and evaluate applicants based on clear criteria that ensure objectivity and are in line with the [European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers](#). The selection procedure is always carried out in accordance with the [MU Regulations on Competitive Selection Procedures](#), which have been amended in connection with the OTM-R process.

OTM-R promotes the recruitment of the most suitable candidates, it guarantees an objective approach and equal opportunities for all.

## 0 - OPEN

All selection procedures for the recruitment of scientists, researchers, and academics are published on the Euraxess portal. If the position is advertised only in English, it is automatically transferred to [THEunijobs](#). Other job offers at FSS MU are published on the university's Official Notice Board, on the faculty's Official Notice Board, on the university's website, and on other job portals (Jobs.cz, Prace.cz, Facebook, and LinkedIn). Information on the advertised position (job description, educational requirements, competences, and skills) is provided in the relevant job offer. Vacancies are advertised as widely as possible and according to the vacancy advertisement system/checklist.

External candidates have the same conditions for applying for a selection procedure as internal candidates.

## T - TRANSPARENT

The entire administration of the recruitment policy is processed electronically, applicants are informed by e-mail about the acceptance of the application, or asked to supply any missing documents. The list of selected applicants is published for 10 days on the faculty's Official Notice Board after the end of the application period.

## M - MERIT-BASED

The evaluation of applicants is based on clear criteria, work experience, and foreign relevance, added to which is an evaluation of personal potential and possibilities for further development, in order to ensure the selection of the objectively most suitable candidate.

## EQUAL OPPORTUNITIES

Selection procedures are conducted so as not to discriminate against applicants with regard to gender, sexual orientation, age, ethnic or social origin, religion, state of health, marital or family status, or family obligations, political or other beliefs, paternity, maternity, etc.

The selection of the candidate is based on an assessment of the expert and professional qualifications for the offered position and the comprehensive set of achieved results (academic, research, and teaching). All members of the selection committee are trained to conduct professional interviews.

## MOBILITY

Mobility experience (a stay in another country or in another research or academic environment, or a change of field) is considered a very valuable contribution to the professional development of each candidate.

# 2 Selection Procedure

**Selection procedures** are carried out at FSS MU in accordance with the [MU Regulations on Competitive Selection Procedures](#), in close cooperation between the faculty's Personnel Office and the person submitting the job offer, i.e. the head of the relevant unit.

Selection procedures have a set, uniform procedure. The selection committee and its chair are appointed by the dean.

The selection procedure usually has two rounds – the first is administrative while the second round consists of personal interviews with selected candidates.

**Administrative round** – committee members have access to applicants' materials at all times. After the end of the application period, the nominated selection committee will meet on the agreed date and, on the basis of pre-set indicators, evaluate the materials submitted by individual applicants and decide on who will be invited to personal interviews. Candidates selected for an oral interview are published in a list on the Official Notice Board.

Selected candidates will receive, well in advance, an invitation for a personal interview with all necessary instructions.

Rejected candidates will receive an evaluation from the commission, thanks for their participation, and information about the removal of materials from the record.

## COMMITTEE

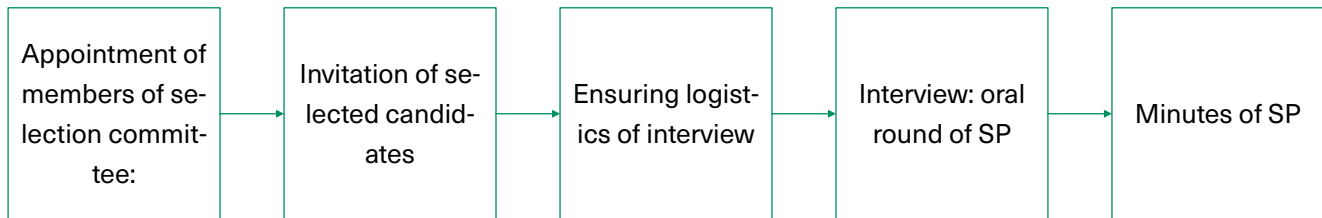
The rules for the appointment of the selection committee are generally described in the [MU Regulations on Competitive Selection Procedures](#); the selection committee at the faculty is appointed by the dean. MU Regulations on Competitive Selection Procedures also complements the [Measure FSS MU Implementing Regulation](#).

The selection committee has an odd number of members (usually five) and all of them are professionally trained and competent for professional participation in the selection procedure and conducting interviews. Special emphasis is placed on the gender balance of the committee as a whole.

According to the MU Regulations on Competitive Selection Procedures, a foreign expert in the given field is a member of the selection committee when recruiting a professor or associate professor.

**Communication with individual applicants and committee members** is administered by the faculty's Personnel Office.

## ORGANISATION OF THE SELECTION PROCEDURE



**SP administrative round** – members of the committee headed by the chair have access to applicants' materials at all times. After the end of the application period, the nominated selection committee will meet on the agreed date and, on the basis of pre-set indicators, evaluate the materials submitted by individual applicants and decide on who will be invited to personal interviews. The names of the selected candidates are published on the Official Notice Board. The number of selected candidates is not limited, the entire process is administered by the Personnel Office.

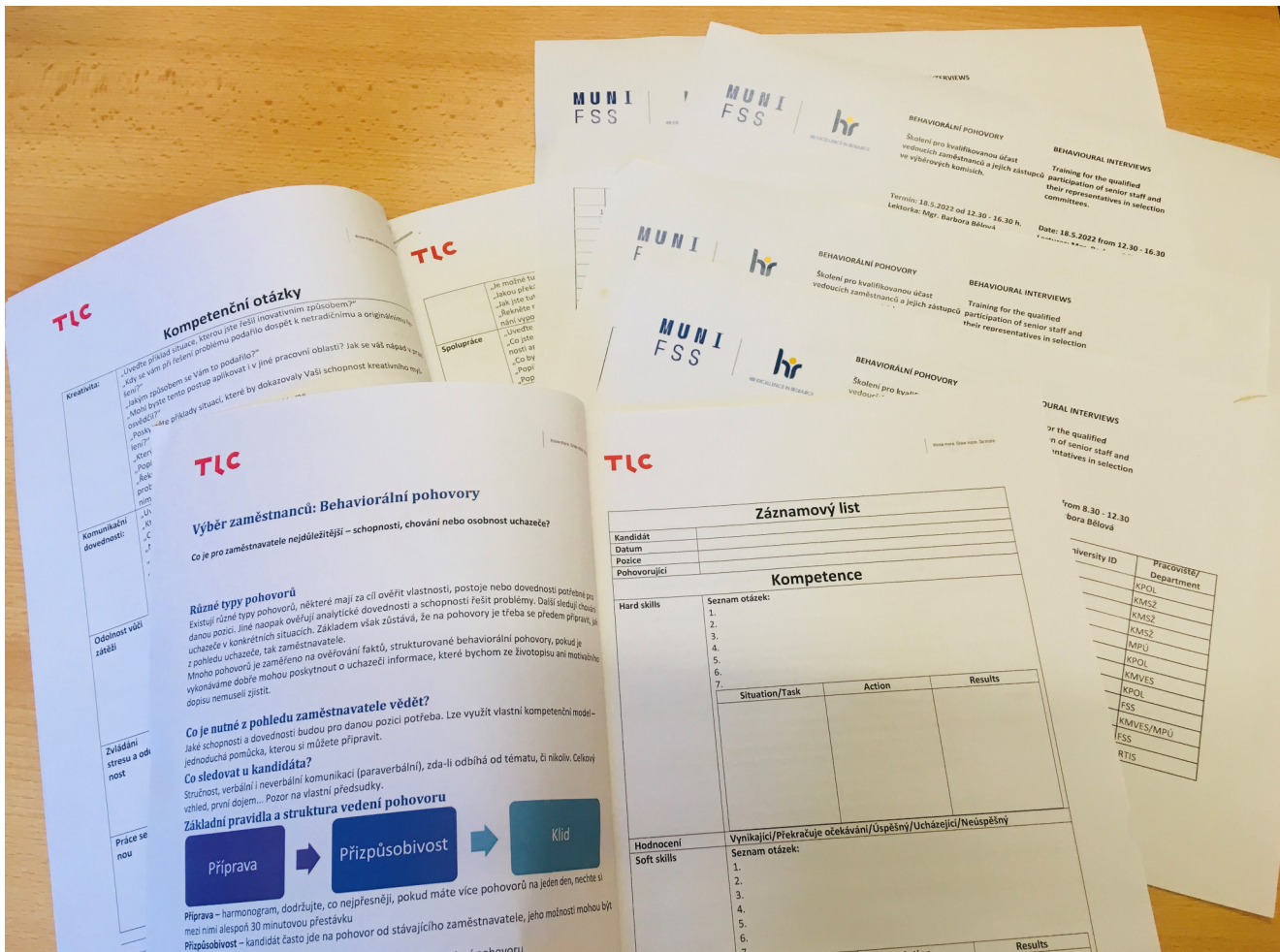
The Personnel Office, in cooperation with the head of the relevant unit, **makes sure that the selected candidates are invited and manages the logistics of the interview.** Candidates are invited to a personal interview by e-mail at least 14 days before the date of the selection procedure, in the case of an interview via electronic communication tools at least 3 working days before the date of the interview.

**SP oral round** – members of the selection committee are appointed by the dean of the faculty, members are professionally trained to conduct interviews. More detailed information can be found in Section 6. Rules for evaluating applicants.

**The minutes of the SP** are drawn up after each selection procedure by the Personnel Office, archived at the faculty level, and serve as an essential document archived at the Personnel Office in the event of a complaint.

**Decision on the selection of the candidate** – after the end of each individual round of the selection procedure, the selection committee processes the candidates' ranking and forwards it to the Personnel Office. All candidates of the selection procedure (successful and unsuccessful) are informed of the result by e-mail. The e-mail contains information about their success/failure and compliance with the GDPR.

A candidate who participated in the selection procedure has the right to request information in writing about the specific reasons for their rejection at the e-mail address [doppler@fss.muni.cz](mailto:doppler@fss.muni.cz) within 14 days of the date of sending the e-mail with the Decision on the Selection of the Candidate. The selection procedure candidate will receive a response within 30 days of delivery of this request. Any non-compliance with the rules of the selection procedure can be resolved by objections sent to the e-mail address: [dekan@fss.muni.cz](mailto:dekan@fss.muni.cz) (Dean) or [stiznosti@fss.muni.cz](mailto:stiznosti@fss.muni.cz) (Complaints).



# 3 Preparation and conclusion of an employment contract

The Personnel Office will send the selected candidate an e-mail on the result of the selection procedure. The follow-up document is a specific job offer created in cooperation with the head of the unit. If the offer is accepted, the Personnel Office will proceed with the further administration necessary to hire the new employee. The whole procedure ends with the signing of the employment contract by the dean/bursar of the faculty and the new employee.

In the case of multiple suitable candidates, the second most suitable candidate is asked to give their consent to the retention of their personal data, with the subsequent possibility of being contacted with an offer for a similar position or external cooperation in the coming months.

The next procedure when hiring new employees is defined in the adaptation brochure Guide for New FSS MU Employees.





# 4 Rules for evaluating candidates

Candidates are interviewed with the aim of selecting the most suitable by verifying their motivation, assessing past results, and by their future potential for the position offered.

Selection procedures follow the instructions arising from the legislation of the Czech Republic and the MU Regulations on Competitive Selection Procedures. Before the interviews are held, the selection committee determines the selection indicators and their weighting. Individual indicators must correspond to the requirements listed in the job offer. The selection committee records individual points for each candidate in a table. Based on this evaluation, after adding up the points, the ranking of individual candidates is known. Before the evaluation begins, the committee agrees whether or not the evaluation will be confidential. In the case of a secret evaluation, the tables with the evaluation of individual candidates are forwarded to the Personnel Office, and the Personnel Office employee informs the committee chair of the order of the candidates.

The committee chair proposes the winning candidate for employment to the person who submitted the SP.

**Merits** are evaluated quantitatively and qualitatively. Professional and personal prerequisites, experience in managing research and other projects, in leading teams and doctoral students, foreign mobility, knowledge transfer, knowledge of specific methodologies, etc. are taken into account for the offered position. When filling senior positions, an integral part of the selection procedure also comprises candidates setting out their future direction for the entire department, and an extract from the Criminal Record is required.

**Career interruption** or a non-standard career path are assessed individually, and are not primarily considered a disadvantage for the candidate.

**The criterion of service age** is not applied automatically, the qualification prerequisites of the candidate for the given position are always taken into account.

# 5 Minimising the administrative burden

The documents required to participate in the selection procedure are defined in the job offer itself. Application for the selection procedure is done exclusively by e-application, in which the fields for attachments and documents are set. The applicant is informed of the receipt of documents by automatic reply, if the application is incomplete, the Personnel Office asks them to complete it. Applicants can edit already submitted applications until the end of the application period.

The computerisation of the administrative part of the procedure has significantly contributed to reducing the administrative burden on applicants, the selection committee, and – as the administrator of the entire procedure – the Personnel Office.



# Advertising

The recruitment of scientists, researchers, and academics is carried out at the faculty in cooperation with the Personnel Office and the unit concerned.

All selection procedures for scientific, research, and academic positions are published on the Euraxess portal. If the position is advertised only in English, it is automatically transferred to [THEunijobs](#). Other job offers at FSS MU are published on the university's Official Notice Board, on the faculty's Official Notice Board, on the university's website, and on other job portals (Jobs.cz, Prace.cz, Facebook, and LinkedIn).

External candidates have the same conditions for applying for a selection procedure as internal candidates.

FSS MU job offers contain essential information that every applicant should know before showing serious interest in the offered position. Templates containing the institution's logos and awards are used for advertising.

## ADVERTISEMENTS ARE WRITTEN IN GENDER-NEUTRAL LANGUAGE AND CONTAIN:

- Job title and description
- Workload
- Date of commencement of employment
- Deadline for submitting applications
- Unit description
- Necessary prerequisites and skills for the offered position, and information about educational requirements
- Benefits
- List of required documents
- E-application information

Information about wage and career development opportunities are part of personal interviews.

# List of advertising portals for vacancies

## ALL JOBS ARE ADVERTISED:

### **University portals:**

- MU and FSS Official Notice Board
- MU JOBS.MU website

### **Czech commercial portals:**

- Jobs.cz
- Práce.cz
- LinkedIn MU and FSS
- Indeed
- Facebook of the individual units

### **Foreign portals:**

- THEunijobs
- Euraxess
- Additionally according to the priorities of individual units, e.g. ResearchGate...

**The positions of scientists, researchers, and academics at FSS are classified on the Euraxess Portal, based on the internationally recognized classification into four classes R1–R4.**

# 8 Selection procedure feedback

Feedback on the selection procedure is monitored and obtained by an online questionnaire, which is e-mailed to the applicants who advanced to the 2<sup>nd</sup> round of the selection procedure.

MUNI  
FSS

hr  
HR EXCELLENCE IN RESEARCH

## Feedback to Recruitment and Selection at FSS MU

We would appreciate if you used this form to comment on the recruitment and selection procedure at our faculty. Your feedback is important to us and helps us to improve. Completing the questionnaire takes about 5 minutes.

Thank you.

Personnel Office of FSS MU

1. What specific Academic position did you apply for (Ph.D., PostDoc,...)?

Your answer \_\_\_\_\_

2. How did you find out about this job position?

- Euraxess
- Web MUNI
- Jobs.cz/Prace.cz
- LinkedIn
- Facebook
- From someone I know (FSS employee, family, friends, colleagues, etc.)
- Other

# List of trained members of selection committees

Professionally trained employees for qualified participation in selection procedures and conducting recruitment interviews:

prof. Ph.Dr.	Balík Stanislav, Ph.D.	Mgr.	Plasová Blanka, Ph.D.
doc. Mgr.	Brusenbauch Meislová Monika, Ph.D.	doc. Mgr. et Mgr.	Souralová Adéla, Ph.D.
Ing.	Burgr Rudolf, Ph.D.	doc. Mgr.	Stibral Karel, Ph.D.
Mgr.	Dopplerová Eva	doc. PhDr.	Stojarová Věra, Ph.D.
Mgr.	Eibl Otto, Ph.D.	PhDr.	Suchý Petr, Ph.D.
Mgr.	Fraňková Eva, Ph.D.	doc. PhDr.	Szaló Csaba, Ph.D.
prof. Ph.Dr.	Hloušek Vít, Ph.D.	doc. Mgr. et Mgr.	Šerek Jan, Ph.D.
PhDr.	Horák Pavel, Ph.D.	doc. Mgr.	Ševčíková Anna, Ph.D.
Mgr.	Jansová Iveta, Ph.D.	Mgr.	Širůček Jan, Ph.D.
Ing.	Kadlčková Pavlína, DiS.	prof. PhDr.	Šmahel David, Ph.D.
doc. PhDr.	Kaniok Petr, Ph.D.	doc. PhDr.	Šmídová Iva, Ph.D.
	Kašparová Irena, M.A., Ph.D.	Mgr.	Štěpánková Lenka, Ph.D.
prof. Ph.Dr.	Katrňák Tomáš, Ph.D.	Ing.	Ulčák Zbyněk, Ph.D.
prof. PhDr.	Kopeček Lubomír, Ph.D.	doc. PhDr.	Vaculík Martin, Ph.D.
Mgr.	Kraus Josef, Ph.D.	Mgr.	Vidovičová Lucie, Ph.D.
doc. PhDr.	Kubalčíková Kateřina, Ph.D.	doc. PhDr.	Vlček Tomáš, Ph.D.
doc. Mgr.	Lacinová Lenka, Ph.D.	Mgr.	Vrubelová Iva
Mgr.	Pinková Aneta, Ph.D.	Mgr.	Vybíralová Gabriela
doc. PhDr.	Pitrová Markéta, Ph.D.	Mgr.	Waschková Císařová Lenka, Ph.D.

# Compliance with OTM-R policy

The head of the Personnel Office and the HR Manager are responsible for process control, they monitor the following indicators (absolute numbers):

- Number of trained persons/members of selection committees
- Number of external and internal applicants
- Number of applicants from abroad
- Number of female applicants
- Total number of applicants
- Number of ads on Euraxess
- Composition of selection committees (men and women)

