

**HR Excellence in Research**

# **OTM-R Checklist**

## **OTM-R Checklist**

**Case number**

2025CZ334451

**Name Organisation under review**

Institute of Chemical Process Fundamentals

**Organisation's contact details**

Rozvojová 135, Prague, Czech Republic

**Date endorsement charter and code**

20/05/2025

## OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

|                                                                                                   | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                        |
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| OTM-R system                                                                                      |      |             |            |                   |                                                                                                                                                                                                                                                                                                                                                                                      |
| Have we published a version of our OTM-R policy online (in the national language and in English)? | x    | x           | x          | ++ Yes completely | <a href="https://www.icpf.cas.cz/en/job-offers/">https://www.icpf.cas.cz/en/job-offers/</a><br><a href="https://www.icpf.cas.cz/nabidky-zamestnani/">https://www.icpf.cas.cz/nabidky-zamestnani/</a><br><a href="https://www.icpf.cas.cz/hr-award/">https://www.icpf.cas.cz/hr-award/</a><br><a href="https://www.icpf.cas.cz/en/hr-award/">https://www.icpf.cas.cz/en/hr-award/</a> |

|                                                                                                           | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                              |
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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          | -/+ Yes partially | The Institute's recruitment process is governed by the OTM-R Policy for the recruitment of researchers (PhD positions and above), which is publicly available on the Institute's website (see Action 1). Action: The OTM-R Policy will be revised and expanded to establish a standardised recruitment procedure for all staff categories. The updated policy will be available in both Czech and English. |
| Is everyone involved in the process sufficiently trained in the area of OTM-R?                            | x    | x           | x          | -/+ Yes partially | Currently, only HR staff receive training in recruitment and selection procedures. Action: Regular training on recruitment and selection practices will be provided for Heads of Research Groups and other managers involved in recruitment processes to ensure fair, transparent, and merit-based selection in line with the OTM-R principles.                                                            |

|                                                         | Open | Transparent | Meritbased | Answer:               | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
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| Do we make (sufficient) use of e-recruitment tools?     | x    | x           |            | +/- Yes substantially | Selected vacancies are advertised on the Institute's website in both Czech and English, depending on the nature of the position, and are also promoted through the Institute's social media channels. Selected vacancies are additionally published on Czech job portals. Research positions are advertised on ResearchJobs.cz and, where appropriate, on ResearchGate. Action: Formalise the rules for open and international recruitment for all research positions at PhD level and above. These positions will always be advertised in English, and international visibility will be ensured through publication on ResearchJobs.cz, where vacancies are automatically linked to EURAXESS. These requirements will be incorporated into the Institute's OTM-R Recruitment Policy." |
| Do we have a quality control system for OTM-R in place? | x    | x           | x          | -- No                 | No formal OTM-R quality assurance system is currently in place. Action: Establish an OTM-R quality assurance system based on the annual monitoring and evaluation of recruitment and selection procedures against predefined quality indicators and assessment criteria. The results will be used to continuously improve recruitment practices and ensure compliance with the OTM-R principles.                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                                                       | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| Does our current OTM-R policy encourage external candidates to apply?                 | x    | x           | x          | -/+ Yes partially | Job advertisements include a link to the Institute's website, which provides comprehensive information about the Institute, its working environment, individual research departments, and the Institute's OTM-R Policy. All information is available in both Czech and English. Selected research vacancies are also advertised on ResearchJobs.cz and, where appropriate, on ResearchGate. Action: Formalise the rules for open and international recruitment for all research positions at PhD level and above. These positions will be advertised on appropriate national and international recruitment platforms to ensure broad visibility and attract qualified external candidates." |
| Is our current OTM-R policy in line with policies to attract researchers from abroad? | x    | x           | x          | -/+ Yes partially | Some research vacancies are currently advertised in English on ResearchJobs.cz and, where relevant, on ResearchGate. However, a systematic approach to international advertising has not yet been established. Action: Formalise the rules for open and international recruitment for all research positions at PhD level and above. Vacancies will always be advertised in English, and international visibility will be ensured through publication on ResearchJobs.cz, from which vacancies are automatically published on EURAXESS.                                                                                                                                                     |

|                                                                                       | Open | Transparent | Meritbased | Answer:               | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
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| Is our current OTM-R policy in line with policies to attract underrepresented groups? | x    | x           | x          | +/- Yes substantially | The Institute operates in accordance with Czech legislation, which prohibits discrimination on the grounds of gender, ethnicity, age, nationality, or other protected characteristics. In line with applicable legal requirements, the Institute does not collect or evaluate recruitment statistics based on these personal characteristics. The Institute also implements its Gender Equality and Diversity Plan (updated in 2026). Action: The revised OTM-R Policy will remain fully aligned with Czech legislation and the Institute's Gender Equality and Diversity Plan. The Recruitment Guidelines for the standardised recruitment process will incorporate the principles of equal opportunities, diversity, and non-discrimination throughout all stages of recruitment" |

|                                                                                                             | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers? | x    | x           | x          | -/+ Yes partially | The Institute provides working conditions that reflect its funding opportunities, taking into account institutional funding and the successful acquisition of external research grants. In addition to the statutory requirements, the Institute offers a wide range of employee benefits under the Collective Agreement, including flexible working arrangements, employee social activities, annual leave, sick days, and other staff benefits. As part of the HR Excellence in Research process, the Institute is also developing a comprehensive system for staff training, career development, and professional growth to further enhance an attractive working environment. Action: The Institute is committed to maintaining and further developing its existing employee support measures and benefits. To reduce the administrative burden on researchers, the Grant Support Office will be strengthened and key administrative processes will be progressively digitalised. |

|                                                                                      | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
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| Do we have means to monitor whether the most suitable researchers apply?             |      |             |            | -- No             | The Institute does not currently have a dedicated system for monitoring or benchmarking the availability of the most suitable researchers on the labour market. The HR Department primarily monitors the number of applicants and assesses the quality of applications against the selection criteria specified for each vacancy.                                                                                                                                                                     |
| Advertising and application phase                                                    |      |             |            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions? | x    | x           |            | ++ Yes completely | The Institute uses standardised internal job advertisement templates aligned with the structure and content of the Institute's website. These templates are adapted, where necessary, to meet the requirements of external recruitment platforms. Separate templates are available for research, technical, and administrative positions. All job advertisements are prepared in cooperation with the HR Department to ensure a consistent, transparent, and clear approach to advertising vacancies. |

|                                                                                                                              | Open | Transparent | Meritbased | Answer:               | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
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| Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? | x    | x           |            | +/- Yes substantially | Job advertisements currently include the essential information required for applicants, such as the position description, qualification requirements, application deadline and contact details. As part of the HRS4R Action Plan, ICPF CAS plans to gradually align vacancy announcements with the recommendations of the OTM-R Toolkit by providing additional information and links where appropriate.                                                                                                                                                     |
| Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?                                     | x    | x           |            | -- No                 | Currently, selected vacancies are advertised on ResearchJobs.cz, from where they are automatically linked to EURAXESS. The Institute does not currently publish vacancies directly on the EURAXESS portal. Action: Formalise the rules for open and international recruitment for all research positions at PhD level and above. The revised recruitment procedure will require that these vacancies are published directly on EURAXESS and advertised in English, ensuring greater international visibility and accessibility for international applicants. |

|                                                                      | Open | Transparent | Meritbased | Answer:           | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                               |
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| Do we make use of other job advertising tools?                       | x    | x           |            | ++ Yes completely | Selected vacancies are advertised on the Institute's website in both Czech and English, depending on the nature of the position, and are also promoted through the Institute's social media channels. In addition, selected vacancies are advertised on Czech job portals. Research positions are published on ResearchJobs.cz and, where appropriate, on ResearchGate, depending on the target audience and the relevance of the position. |
| Do we keep the administrative burden to a minimum for the candidate? | x    |             |            | ++ Yes completely | Applicants are typically required to submit only a CV and a motivation letter. To reduce unnecessary administrative burden and support equal access, online interviews are offered whenever candidates cannot attend the interview in person.                                                                                                                                                                                               |
| Selection and evaluation phase                                       |      |             |            |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                            | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
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| Do we have clear rules governing the appointment of selection committees?  |      | x           | x          | -- No   | Selection committees are appointed on an ad hoc basis according to the requirements and specific characteristics of each position. They typically include the Head of the Research Group or Department, a future team member, and an HR representative. However, no formal institutional rules currently govern the composition or appointment of selection committees. Action: The revised OTM-R Policy will establish formal rules for the appointment and composition of selection committees, ensuring a consistent, transparent, and merit-based recruitment process across the Institute.                          |
| Do we have clear rules concerning the composition of selection committees? |      | x           | x          | -- No   | Selection committees are appointed on an ad hoc basis according to the requirements and specific characteristics of each position. They typically include the Head of the Research Group or Department, a future team member, and an HR representative. However, there are currently no formal institutional rules governing the composition of selection committees. Action: The revised OTM-R Policy will introduce formal rules for the composition of selection committees, including minimum requirements regarding the number of committee members and the representation of both subject-matter expertise and HR. |

|                                                                                                                                            | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
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| Are the committees sufficiently gender-balanced?                                                                                           |      | x           | x          | -- No   | Selection committees are appointed on an ad hoc basis according to the requirements and specific characteristics of each position. They typically include the Head of the Research Group or Department, a future team member, and an HR representative. However, there are currently no formal institutional rules regarding the gender balance of selection committees. Action: The revised OTM-R Policy will introduce formal recommendations on ensuring a balanced gender representation in selection committees, taking into account the Institute's staffing structure and the availability of suitably qualified committee members. |
| 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   | There are currently no institutional guidelines to support selection committees in assessing the merits of candidates in a consistent and transparent manner during recruitment procedures. Action: The OTM-R Policy will be revised to include guidance on the merit-based assessment of candidates. HR staff and managers involved in recruitment will receive dedicated training to ensure a consistent approach to candidate evaluation and the application of merit-based selection principles.                                                                                                                                       |
| Appointment phase                                                                                                                          |      |             |            |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                                  | Open | Transparent | Meritbased | Answer:               | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                           |
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| Do we inform all applicants at the end of the selection process? |      | x           |            | ++ Yes completely     | All applicants are informed of the outcome of the recruitment process once the selection procedure has been completed. Action: The requirement to inform all applicants of the outcome of the recruitment process will be formally incorporated into the Institute's Recruitment Guidelines and OTM-R Policy.                                                                                           |
| Do we provide adequate feedback to interviewees?                 |      | x           |            | +/- Yes substantially | Applicants are informed of the outcome of the recruitment process and, upon request, are provided with constructive feedback on their application. Action: The provision of appropriate feedback to all applicants will be formally incorporated into the Institute's OTM-R Policy, ensuring a consistent and transparent approach to communication with candidates throughout the recruitment process. |
| Do we have an appropriate complaints mechanism in place?         |      | x           |            | -- No                 | Under Czech legislation, applicants have the right to submit a complaint regarding the recruitment and selection process. Action: Information on the complaints procedure, including a designated contact point for submitting complaints, will be published on the Institute's website as part of the OTM-R Policy.                                                                                    |
| Overall assessment                                               |      |             |            |                       |                                                                                                                                                                                                                                                                                                                                                                                                         |

|                                                                                  | Open | Transparent | Meritbased | Answer: | Suggested indicators (or form of measurement)                                                                                                                                                                                                                                                                                                                                                                                                        |
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| Do we have a system in place to assess whether OTM-R delivers on its objectives? |      |             |            | -- No   | <p>The Institute does not currently have an established system for monitoring and evaluating the achievement of the OTM-R objectives. Action: An annual evaluation of recruitment and selection procedures will be introduced based on predefined OTM-R quality indicators and assessment criteria. The results will be used to monitor compliance with the OTM-R principles and to support the continuous improvement of recruitment practices.</p> |