

OTM-R checklist for institutions

	O P E N	T R A N S P A R E N T	M E R I T - B A S E D	Answer: <i>Yes, completely/ Yes, substantially/ Yes, partially/ No</i>	Suggested indicators (or form of measurement)
OTM-R System ("x" was marked by European Commission)					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	Yes, generally	<p>A new tab was created in the European Charter for Researchers sub-website: OTM-R, where all the documents prepared and recommended for use in the recruitment of researchers are published.</p> <p>Link: http://pwr.edu.pl/en/university/european-charter-for-researchers/open--transparent-and-merit-based-recruitment-of-researchers</p> <p>Department websites contain links to the European Charter for Researchers sub-website.</p>

<p>2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?</p>	x	x	x	Yes, generally	<p>All issues related to the employment of researchers are regulated with appropriate Internal Regulations for each type of position. The regulations in effect at the University:</p> <p>a) <i>Regulations on performing open competition for the position of professor at Wroclaw University of Science and Technology,</i></p> <p>b) <i>Regulations on performing open competition for the position of lector or instructor, lecturer, senior lecturer, assistant, assistant professor at Wroclaw University of Science and Technology,</i></p> <p>c) <i>The Procedure of recruitment for the post of an academic teacher employed part-time at Wroclaw Univeristy of Science and Technology.</i></p>
<p>3. Is everyone involved in the process sufficiently trained in the area of OTM-R?</p>	x	x	x	Yes, generally	<p>Each employee of Wroclaw University of Science and Technology has access to the internal network – the Intranet, a storage location for all Internal Regulations, Circular Letters and other documents important for the functioning of the University.</p> <p>Each employee of Wroclaw University of Science and Technology is obliged to learn about those internal regulations in force which are related to his/her scope of</p>

					duties.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		Yes, generally	In accordance with the binding regulations, external candidates are able to send the required documents via e-mail.
5. Do we have a quality control system for OTM-R in place?	x	x	x	Yes, partially	Quality control over OTM-R is performed by encouraging the selection board to always use the administrative support of a HR Assistant in the recruitment process. The HR Assistants have sufficient knowledge in the area of OTM-R.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	All external candidates have the possibility to learn about the current recruitment processes from the University's website, from the Ministry's website and from the Euraxess website. The European Charter for Researchers sub-website contains information on the Open, Transparent and Merit-Based Recruitment of Researchers. Link: http://pwr.edu.pl/en/university/european-charter-for-researchers/open--transparent-and-merit-based-recruitment-of-researchers

7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	Yes, generally	Foreign candidates have the possibility to learn about the current recruitment processes from the Euraxess website (research vacancies are posted in English). Link: https://www.euraxess.pl/poland/jobs-funding
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	Yes, generally	In accordance with the Action Plan in the HR Excellence in Research Strategy, the HR Department prepared new Employment Regulations : Chapter X – <i>Protection of work of women and young workers</i> and Appendix No. 1 – <i>Information for employees on the principle of equal treatment in employment</i> . Moreover, the University observes the Code of Ethics for the Employees of Wroclaw University of Science and Technology.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	Yes, partially	In accordance with the Action Plan in the HR Excellence in Research Strategy, the HR Department prepared new Employment Regulations to respond to the expectations of tasks 23 and 25 of the European Charter for Researchers (ensuring occupational health and safety, facilitating professional employee development, preventing discrimination in employment, introducing regulations on equal treatment in employment).

					<p>Moreover, a <i>Guide for New Employees</i>. WUST: Welcome has been prepared and introduced.</p> <p>A <i>Guide for New Employees</i>.</p> <p>Link:</p> <p>http://pwr.edu.pl/fcp/iGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RCT3lBG1gnBVcoFW8SETZKHg/_users/codezAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCIE/guide_for_new_employees.pdf</p>
10. Do we have means to monitor whether the most suitable researchers apply?				Yes, partially	<p>Actions undertaken by the University are aimed at providing all necessary information to researchers applying for positions at WUST: job description, duties, requirements and required documents are listed in the vacancy announcement.</p>
Advertising and application phase					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		Yes, generally	<p>The internal regulations related to recruitment procedures contain appendices with sworn translations of the positions of academic teachers and with announcements of research vacancies.</p> <p>The Euraxess portal has its own internal form with</p>

					obligatory fields to complete.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a)]	x	x		Yes, generally	<p>Internal documents related to the recruitment process specify what must be included in the vacancy announcement. It is a comprehensive catalog, which includes such elements as:</p> <ul style="list-style-type: none"> • name of the University and its organizational unit, • name of research discipline and specialization required in the advertised position, • requirements from the candidate, • list of documents required from the candidate, • deadline for filing job application, • date from which the position can be taken, • working time. <p>Moreover, a vacancy announcement form was prepared and recommended for use, which includes information on the possibilities for professional development.</p> <p>Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbx08SlkTUhZeUTgtCgg9ACFDC0RCT3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/</p>

					otmr/template_of_competition_notice.pdf
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		Yes, completely	100% of vacancy announcements for researchers is published on Euraxess. This duty is imposed in the Act on Higher Education – Article 118a point 2, and from internal regulations in effect at the University.
14. Do we make use of other job advertising tools?	x	x		Yes, completely	Information on new vacancies are posted in three sources: at the official WUST website, in the dedicated “Job Offers” tab, at the Ministry of Science and Higher Education website and at the Euraxess website. The relevant links are listed below: http://ofertypracy.pwr.wroc.pl http://www.bazaogloszen.nauka.gov.pl/ https://www.euraxess.pl/poland/jobs-funding
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b)]	x			Yes, generally	The posted vacancy announcements contain a list of requirements and documents required for a particular position.
Selection and evaluation phase					
16. Do we have clear rules governing the appointment of selection committees?		x	x	Yes, generally	Binding internal regulations clearly describe who appoints the selection committee and what is its composition with

[see Chapter 4.4.2 a)]					regard to the vacant position.
17. Do we have clear rules concerning the composition of selection committees?		x	x	Yes, completely	Binding internal regulations clearly describe who appoints the selection committee and what is its composition.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, generally	Binding internal regulations stress merit-based issues: the committee should comprise the direct supervisor and at least three persons representing the same or related research discipline (in the case of a competition for the position of a professor, there is an additional requirement that at least two persons have a professor degree and at least two persons have a doctor habilitatus degree).
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?			x	Yes, completely	The regulations prepared and recommended for use include <i>Recruitment Policy. Good practices and selection criteria for candidates when conducting an open competition at Wroclaw University of Science and Technology.</i> Link: http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbx08SIkTUhZeUTgtCgg9ACFDCORCT3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/otmr/good_practices_and_selection_criteria_for_candida

				<p>tes when conducting an open competition at wroclaw university of science and technology.pdf</p> <p>Moreover, a vacancy announcement form was prepared and recommended for use, which includes the following disclosure: "Recruitments procedures and competitions conducted at Wroclaw University of Science and Technology are open, carried out with transparent procedures clear and unambiguous criteria, taking into account a diverse professional career."</p> <p>Link: http://pwr.edu.pl/fcp/iGBUKOQtTKlQhbx08SlkTUhZeUTgtCgg9ACFDC0RCT3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCiE/otmr/template_of_competition_notice.pdf</p>
Appointment phase				
20. Do we inform all applicants at the end of the selection process?		x	Yes, completely	<p><i>Form defining strengths and weaknesses of Candidate's application documents</i> was prepared and recommended for use.</p> <p>Link: http://pwr.edu.pl/fcp/iGBUKOQtTKlQhbx08SlkTUhZeUTgt</p>

					<p>Cgg9ACFDC0RCT3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCIE/otmr/form_defining_strengths_and_weaknesses_of_candidates_application_documents.pdf</p> <p>Moreover, the vacancy announcement contains the following information: “after the recruitment process has been closed, the applications from rejected candidates are returned”. The interested candidates may collect them directly from the HR Assistant in a particular organizational unit within six months from the closure of the recruitment process”.</p>
21. Do we provide adequate feedback to interviewees?		x		Yes, completely	<p><i>Form defining strengths and weaknesses of Candidate’s application documents</i> was prepared and recommended for use. Link:</p> <p>http://pwr.edu.pl/fcp/iGBUKOQtTKIQhbx08SlkTUhZeUTgt/Cgg9ACFDC0RCT3IBG1gnBVcoFW8SETZKHg/_users/code_zAlkeOR5cJRk2WBUqERdeDV0HGG14XR0VG2sEVRNZCIE/otmr/form_defining_strengths_and_weaknesses_of_candidates_application_documents.pdf</p>
22. Do we have an appropriate complaints mechanism in place?		x		Yes, partially	Internal regulations on the recruitment processes ensure clear and transparent rules for organizing job

					<p>competitions. Moreover, “in the case of disputes regarding the observance of recruitment procedures at any stage of the recruitment process, the Rector, the Dean or the Chair of the competition committee ask the University's Legal Office for opinion. The confirmation by the said Legal Office of some procedural errors shall become a basis for repeating the defective procedures or for canceling the recruitment process (ZW 11/2013).</p>
Overall assessment					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?					<p>A Team for the monitoring of the implementation of the European Charter for Researchers will monitor whether the prepared and recommended documents regarding the recruitment of researchers provide intended results. The recommended documents shall have a temporary effect, while feedback will be encouraged on whether the proposed solutions fully correspond to the principles of OTM-R.</p>