

# OTM-R policy of the Institute of Czech Literature of the CAS

## Policy of open and transparent recruitment and selection of university-educated employees within the research departments of the Institute of Czech Literature

### Introduction

The Institute of Czech Literature of the Czech Academy of Sciences (ICL) received the international [HR Excellence in Research Award](#) in March 2022. The European Commission gives the award to research institutions that focus on developing a responsible and transparent working environment by implementing a management strategy (HRS4R) based on the [European charter for researchers: the code of conduct for the recruitment of researchers](#) and [principles of the OTM-R](#).

### 1. Definition of basic principles

- **O – Openness:** Information about job openings will be made public in the form of job listings on the ICL website and website of the Czech Academy of Sciences (at a minimum), as well as on the English-language Euraxess portal. It will further be made available on social networks and (where appropriate) employment websites, in order to reach the widest circle of potential job applicants. A method will be chosen in each case that is suitable for the opening to be filled. The recruitment process is open to all, without restriction. To ensure selection of the most suitable candidate, the ICL encourages participation by external (including foreign) applicants, and implements gender-sensitive communication.
- **T – Transparency:** Information on the selection process will be made publicly available. Information on the recruitment process, as well as ICL working conditions and employee benefits, will be included in job listings and on the ICL website. Discrimination, whether direct or indirect, on the basis of gender, age, sexual orientation, religion, health, family status, racial or ethnic origin, political or other views is prohibited. Candidates will be informed in advance about the course of the selection process and proceeding steps, including the manner in which any complaints will be addressed. Selection committees will be composed with gender balance in mind.

**M – Merit-based:** To ensure selection of the most suitable candidate, each applicant's overall merit will be taken into consideration, not only with regard to previous experience, accomplishments, and potential, but also the range and diversity of their professional career, including job advancement and training. There will also be a procedure for assessing international qualifications. Job listings will refer to qualifications by means of the European Qualifications Framework.



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- The recruitment and selection process is described in the internal regulations of the Rules for the recruitment and selection of university-educated researchers.
- For selection process, only the necessary data and materials for the assessment of the candidate are solicited, which are submitted electronically. In this way, the ICL seeks to reduce the administrative burden placed on applicants. Original documents are submitted only at the job offer stage.
- All applicants are continuously informed about the course of the selection process, from the acceptance of the application, through the interim results of the selection process, and to the final evaluation.
- Members of the selection committee are given advance training on the rules of recruitment and selection of applicants.
- Gender-sensitive language is used in all job listings.
- Where appropriate, measures are taken to compensate for a particular disadvantage or strengthen an underrepresented group at the Institute.
- Quality control of OTM-R policy implementation is applied.

## **2. Stages of the selection process**

- Job listing and recruitment
- Evaluation of candidates
- Filling of job position and conclusion of selection process

## **3. Job listing and recruitment**

The ICL creates job listings on the basis of a template, which is subsequently modified according to the individual requirements of a specific job position.

Job listings are published sufficiently in advance, ideally two months before deadlines, and always in such a way that potential applicants have enough time to respond.

The text of the listing contains the following information:

- Job title and description
- Researcher qualification level (R1–R4) and its equivalent in the Career Development Rules of the Czech Academy of Sciences
- Department name
- Job applicant requirements (level and field of education, required competences and knowledge, language and computer skills, etc.)
- Information on benefits and additional information
- Working conditions (type of employment relationship, length of position, scope of responsibilities, place of work)
- Starting date
- Application deadline
- List of required documents
- Contact information
- Link to additional information on the ICL website

Additional information on the website contains a link to this OTM-R policy, the course of the selection process, the career system and potential for career advancement at the ICL, possibility of appeal, and other relevant documents.

### **European Qualifications Framework for researchers:**

**First Stage Researcher (R1)** – according to CAS Career Development Rules, this refers to the qualification level of graduate student.

**Recognized Researcher (R2)** – according to CAS Career Development Rules, this refers to the qualification level of postdoctoral fellow.

**Established Researcher (R3)** – according to CAS Career Development Rules, this refers to the career level of scientist/scholar or associate scientist/scholar.

**Leading Researcher (R4)** – according to CAS Career Development Rules, this refers to the career level of senior scientist/scholar.

[Research profiles descriptors | EURAXESS \(europa.eu\)](#)

[Career Development Rules for CAS Employees with a University Degree](#)

In addition to filling these positions, the ICL also hires university-educated employees of research departments who are not pursuing a Ph.D. According to the CAS Career Development Rules, these are designated as research and development professionals, while in such cases the European Qualifications Framework does not apply to job listings.

## **4. Evaluation of candidates**

The selection process for positions in research departments is carried out in part by a selection committee. The commission has at least three members, and an odd number of members as a general rule. The composition of the selection committee corresponds to the professional focus of the job opening.

The composition of the selection committee for each position is determined by the ICL director, while following the principles of transparency, impartiality, expertise, and gender balance. The commission consists of at least the following members:

- head of department / direct supervisor of the future employee
- management representative (scientific secretary / deputy director / director / member of the ICL board)
- an expert from the scholarly field in which the future employee will be working

Especially in the case of a leading position in a research department, an external professional is typically invited to participate in the process.

Once the deadline for applications has passed, the selection committee reviews the submitted documents (curriculum vitae, personal bibliography, motivation letters, and any other required documents). The selection committee chooses candidates who meet the required criteria and qualifications to proceed to the next round of interviews. Unsuccessful applicants are immediately informed of the outcome of the selection process.

To the extent that it is possible, interviews are conducted in person. In the event that applicants cannot appear in person (due to the fact that they live prohibitively far from the ICL workplace, or to health restrictions, the pandemic situation, etc.), it is also possible to conduct interviews online.

At a minimum, the interview schedule covers the following points: introduction of the candidate and description of his/her work experience, description of the offered position, working conditions, information about when the selection procedure will be completed, and feedback to the candidate.

Each candidate is evaluated by the selection committee. The committee will jointly select the most suitable candidate.

Once interviews have been completed with all candidates who were invited and expressed an interest to be interviewed, a progress report on the admission procedure is filled out and submitted.

In the event that, based on interviews, no applicant is selected, the job opening is re-announced/extended.

## **5. Filling of job position and conclusion of selection process**

The director makes the final decision about filling a job opening. While the director cannot do so with a candidate not recommended by the committee, it is the prerogative of the director not to fill a position with a recommended candidate.

The successful applicant is informed of the result and given a job offer.

All other candidates are informed about the result of the selection process. If they ask for feedback or an explanation why they were not selected, this information is provided to them.