

**OTM-R POLICY AT THE INSTITUTE OF ARCHAEOLOGY OF  
THE CZECH ACADEMY OF SCIENCES IN BRNO****Standardisation of the recruitment process**

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Approved:

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Director

In line with the Gender Equality Plan adopted by the Institute of Archaeology of the Czech Academy of Sciences in Brno (ARÚB) at the end of 2022, the Institute is committed to continuously strengthening and improving conditions in the area of human resources management. As part of this commitment, the Institute is implementing the OTM-R policy, which focuses on an open, transparent, and objective approach to recruitment, ensuring equal opportunities for all individuals applying for advertised positions.

In view of the requirement for easy accessibility and transparency, this document, which defines ARÚB's practice in fulfilling the OTM-R criteria, is published on the Institute's website.

## 1. Basic principles

The OTM-R policy is one of the pillars of the **European Charter for Researchers** and an integral part of the **Code of Conduct for the Recruitment of Researchers**. The abbreviation OTM-R (Open, Transparent and Merit-based Recruitment) expresses the principles of open, transparent, and fair procedures in the recruitment and selection of new employees, encompassing the following principles:

- **Openness:** Except in specific and justified cases, the Institution openly advertises positions to reach the widest possible pool of candidates.
- **Transparency:** Selection criteria are always clearly stated in the job posting, and applicants are informed about the recruitment process and its final outcome. External candidates have the same access to information as internal candidates.
- **Merit-based selection:** Recruitment decisions are based on an objective assessment of individual applicants' results, specifically evaluating their experience, qualities, and suitability for the position.

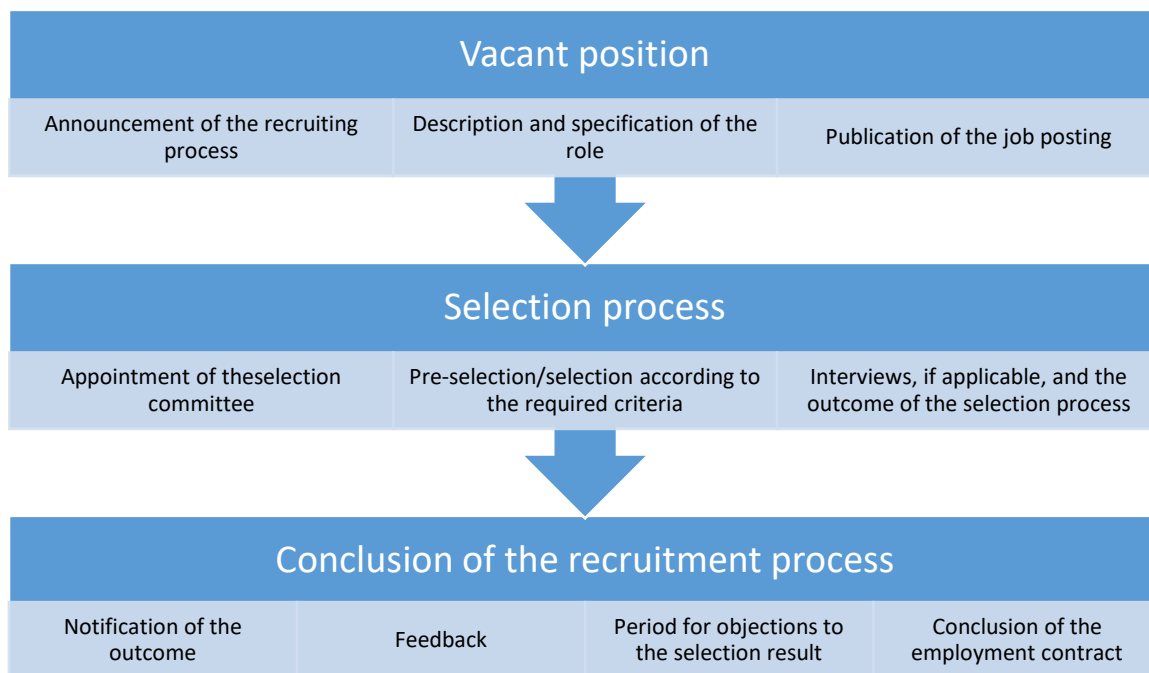
The ***Career Development Rules for CAS employees with a university degree*** serve as a guideline for assessing the qualifications of applicants. The recruitment of academic staff is governed by **Article 51 of the Statutes of the Czech Academy of Sciences**, whereas processes related to the recruitment of non-research staff have not yet been formalised at ARÚB. Therefore, the Institute of Archaeology of the Czech Academy of Sciences in Brno will apply the OTM-R principles to the greatest possible extent also in the recruitment of non-academic, administrative, and technical staff.

All recruitment processes at ARÚB are conducted in a manner that does not discriminate against applicants in terms of sex, sexual orientation, age, ethnic or social origin, nationality, religion, health status, marital or family status, family responsibilities, political or other beliefs, parenthood, or other personal circumstances. Selection is based on an assessment of professional and vocational qualifications for the offered position, considering the overall record of achievements, including personal potential. The evaluation process considers an appropriate combination of candidates'

professional and personal competencies, their prior experience, and their vision for fulfilling and further developing the offered role.

## 2. OTM-R policy framework

The OTM-R principles applied by ARÚB are structured around the key stages of staff recruitment:



## 3. Vacant position

### 3.1. Announcement of the recruitment process

The recruitment process begins when the head of the relevant organisational unit identifies a vacant position to be filled. The need to fill the position and the planned announcement of the recruitment process are communicated to the statutory representative of the unit and to the head of the Economic and Technical Department, both of whom must approve the recruitment.

### 3.2. Description and specification of the role

Job postings are formulated in accordance with the OTM-R policy as clearly, comprehensibly, and concisely as possible, so as to accurately reflect the minimum required qualifications while avoiding any discriminatory language.

Job postings include all essential information that candidates should know before expressing a serious interest in the position. They are written using gender-neutral language and contain:

- The title and description of the role
- The organisational assignment of the position and its organisational unit
- The employment fraction (full-time/part-time)
- The duration of the employment contract
- The expected start date
- Required qualifications, skills, and educational prerequisites for the position
- Employee benefits
- List of required documents
- Announcement and application deadlines
- Contact details

Information regarding salary and opportunities for professional development is provided during personal interviews.

### **3.3. Publication of the job posting**

All recruitment processes are required to be open and transparent, thereby meeting equal opportunity requirements. Job postings are always published on the official website of the Institute of Archaeology in Brno and, depending on the nature of the position, also on the CAS web portal and other relevant institutional platforms and social media channels. In accordance with the Statutes of the Czech Academy of Sciences (Article 51), recruitment for academic positions is announced for a minimum of three weeks. For non-academic positions, it is recommended that vacancies be published at least 14 calendar days before the application deadline.

## **4. Selection process**

### **4.1. Appointment of the selection committee**

The selection committee shall consist of at least three members, always including the head of the relevant organisational unit and the statutory representative of the Institute, or the Institutional Secretary, or the head of the Economic and Technical Department. The committee may be joined by competent individuals in the relevant field or a representative from the Economic and Technical Department. Upon appointment, a chairperson is designated to lead the committee and conduct its

proceedings. The committee is quorate when the chairperson and at least two other members are present.

The composition of committees is, as far as possible, balanced in terms of expertise and other relevant characteristics, including gender representation. As part of the implementation of the Gender Equality Plan (GEP), a specialised training on bias prevention will be held for individuals regularly involved in recruitment for advertised positions. Following this training, a guide on impartial evaluation will be provided to ensure objective decision-making by committees, and it will be available on the ARÚB intranet. Alongside the OTM-R principles, committee members are required to familiarise themselves with the guide and follow it during their deliberations. Confirmation of having read the guide is recorded by signature in the minutes of the selection process.

#### **4.2. Pre-selection based on minimum criteria**

Before the selection committee evaluates applications, all applications are checked once the submission deadline has passed. Candidates will be requested to provide missing documents or additional information within three calendar days of the request. Applications not completed within the deadline will not be shortlisted.

The shortlist of candidates invited for an interview is prepared as soon as possible after the application deadline. Shortlisting criteria are based on the analysis of submitted documents (qualifications, experience as demonstrated in CVs, references, etc.). Individual criteria may carry different weights in the overall assessment.

Deliberations and evaluations by the selection committee are always confidential. Exclusion of candidates from the shortlist must be based solely on criteria and requirements relevant to the position. All committee members are obliged to maintain confidentiality and protect candidates' personal data. Candidates are notified by e-mail of their invitation to interview at least 14 days before the scheduled interview.

In justified cases, the committee may decide not to conduct interviews. This decision and its justification are recorded in the minutes of the selection process in accordance with Section 2.3.

#### **4.3. Interviews and the outcome of the selection process**

The committee evaluates all candidates according to the established criteria for the position and, based on this evaluation, makes a recommendation for concluding an employment contract with the selected candidate(s). The committee should conduct its evaluation independently and objectively, in accordance with the principles of the Code of Ethics for Researchers of the Czech Academy of Sciences and the recommended standards. The chairperson of the selection committee informs the statutory representative of the Institute and the head of the Economic and Technical Department of the outcome by submitting the minutes of the selection process without undue delay.

The minutes of the selection process are prepared by the Institutional Secretary, or, for non-academic positions, by a designated person, and are subsequently archived in the ARÚB HR Department. The minutes serve as the primary document for the statutory representative of the Institute when deciding on concluding the employment contract with the recommended candidate(s), and also form the basis for providing feedback to applicants and for any complaints. The minutes must include information on the reasons why specific candidates were not selected (e.g. which required qualifications and competencies were not met or only partially/insufficiently met, and in which areas preference was given to more experienced or otherwise more suitable candidates).

## **5. Conclusion of the recruitment process**

### **5.1. Notification of the outcome**

Candidates should be informed of the outcome of the recruitment process as soon as possible after its conclusion, but no later than 30 calendar days from the interview date. The results are communicated to candidates by e-mail, sent by the statutory representative of the Institute or by the head of the relevant department.

### **5.2. Feedback**

Upon request, ARÚB provides feedback to candidates who participated in interviews. The minutes of the selection process, duly completed by the selection committee, serve as the basis for providing this feedback.

### **5.3. Period for objections to the outcome**

Comments and complaints concerning the recruitment process may be submitted by e-mail to the statutory representative of the Institute within 14 days from the date on which the decision e-mail was sent to the selected candidate. The ARÚB management will review complaints in cooperation with the chairperson of the selection committee within the statutory 30-day period.

### **5.4. Conclusion of the employment contract**

The selected candidate receives an official offer of employment that includes the job title, start date, salary, working conditions, and related details. Once the candidate accepts the offer, the information is forwarded to the ARÚB HR Department, which subsequently takes over communication with the future employee regarding the conclusion of the employment contract and the completion of other employment-related formalities.

## **6. Compliance with OTM-R principles**

The processes for recruiting and hiring new staff members will be reviewed regularly to ensure transparency, efficiency, and impartiality. The following indicators are used to monitor the implementation of OTM-R principles throughout the recruitment and hiring procedures:

- Number of recruitment processes carried out during the year
- Verification that all advertising requirements have been met, including the use of gender-sensitive language
- Number of trained members of selection committees
- Composition of selection committees (men; women)
- Number of internal and external applicants (men; women)
- Number of international applicants (men; women)