OTM-R Checklist

Case number: 2024CZ237470
Name of organization under review: CESNET, Association of Legal Entities
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Date endorsement charter and code: June 18, 2024

Open, Transparent, and Merit-based Recruitment Check-list: OTM-R

A specific self-assessment checklist is provided for Open, Transparent and Merit-Based Recruitment (OTM-R). Please report on the status of achievement by responding in the "Answer" column: **++Yes completely / +- Yes substantially / -+ Yes partially / -- No.** Also detail on the indicators and the form of measurement used in the "Suggested Indicators (on form of measurements)" column.

- The "Open", "Transparent" and "Merit-based" checkboxes are indicative of the type of policies and practices the questions refer to, as detailed in the C&C. They are pre-set in the HRS4R E-tool and cannot be changed. No action is needed from institutions in their 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 little as 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 what has been achieved.

- For the "Suggested indicators" column, whenever the user hovers the mouse in the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution should identify its own measurements of the effectiveness of its OTM-R policy, which should be further reviewed and adapted.

	Open	Transparent	Merit based	Answer: (++Yes completely / +- Yes substantially / -+ Yes partially / -- No)	*Suggested indicators (or form of measurement)
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, partially	CESNET does not have an OTM-R policy. Equal and non-discriminatory conditions are supported here, and this topic is addressed by the Equality Working Group, whose policy is outlined in the document "Plan to Promote Equal and Non-Discriminatory Conditions for Employees in the CESNET Association," which is available on the CESNET internal website.

					The goal is to create a Recruitment Methodology, which will outline the principles of the OTM-R policy.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-/- No	We currently lack a Recruitment Procedure or a manual outlining the procedures for OTM-R. The principles of the OTM-R policy will be defined in the future Recruitment Procedure. **The goal** is to create a Recruitment Procedure for selecting new employees and for various types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/- No	CESNET does not have a concept for training on the topic of OTM-R. Members of the selection committee meet before the face-to-dace round of the interviews and agree on the specifics based on the specific position. HR Specialists participate in all hiring processes. **The goal** is to introduce the Recruitment Procedure to the selection committees after it is created, and to familiarize them with the rules. The Recruitment Procedure will be available on the website and accessible to 100% of Employees.
Do we make (sufficient) use of e-recruitment tools?	x	x			+/+ Yes, completely	E-recruitment is used through the external tool Teamio (Jobs.cz, Práce.cz, and extended websites like root.cz, lupa.cz, diit.cz, systemonline.cz, openoffice.cz, cdr.cz, linuxexpress.cz), where new job openings are posted. Job ads are also placed on the CESNET website or on LinkedIn. Hiring itself then takes place with the personal participation of the selected candidates. We do not use EURAXESS.
Do we have a quality control system for OTM-R in place?	x	x	x	-/- No	Currently, CESNET does not have a formal system for OTM-R quality control. **The goal** is to create a Methodological Guideline for Recruitment Procedures, or Recruitment Methodology, as a supporting document for recruitment, where the principles of the OTM-R policy will be established. The methodology will be created for different employee groups, including guidelines for selection committees, basic information for all committee members, along with basic procedures

					and questions, to ensure compliance with the principles of the OTM-R policy.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes, substantially	Job openings are published on the CESNET website, on LinkedIn and on Teamio in Czech. They are not posted in English. They are located on the website: https://www.cesnet.cz/en/career. Most candidates come from outside of CESNET. We do not publish open job positions on the Euraxess website. **The goal** is to create templates for recruiting for the most frequently filled positions in both Czech and English.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/- No	Job advertisements are published only in Czech, on the Czech website. We do not currently publish Euraxess open positions. **The goal** is to create templates for recruiting for the most frequently filled positions in both Czech and English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/+ Yes, completely	At CESNET, we support equal and non-discriminatory conditions, and this topic is addressed by the Equality Working Group. We do not assess a candidate's ethnicity or group affiliation, but rather the quality of their experience and knowledge.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/+ Yes, completely	We offer Employees 5 additional days of leave beyond the statutory amount, extra 5 personal days off, flexible working hours, and the option to work from home. Employees also have the option to work part-time or on a reduced schedule. We enable Employees to balance work and family life. Employees have access to top-tier equipment and the freedom to conduct research aligned with CESNET's focus. **The goal is** to set up a regular Employee satisfaction survey to get feedback on benefits and working conditions. The goal is also to identify and establish any further steps to improve the quality of the working environment.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes, substantially	At CESNET, we use the Teamio application, where we can assess candidates based on the CVs they send us. Suitable CVs are selected by HR Specialists.

						We track open positions and monitor advertisements, recording the number of candidates, the ratio of women applying for positions, and canceled hiring processes. Currently, CESNET does not have a tool to assess whether the most suitable candidate responded to an open position. **The goal** is to create a Recruitment Procedure in which the principles of the OTM-R policy will be established.
Advertising and application phase						
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x			+/+ Yes, completely	Open positions are advertised on the CESNET website, where templates for advertisements are created for various positions. **The goal** is to develop easy-to-follow templates in English and to establish a Recruitment Procedure, according to which job positions will be advertised.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x			-/+ Yes, partially	The advertisement includes the job title, basic job description, qualification requirements, and the start date. We do not put links to the CESNET website into advertisements. As part of recruitment, we monitor the number of candidates, as well as canceled/unsuccessful hiring processes, in order to streamline both hiring and advertising. **The goal** is to establish a Recruitment Procedure (including options for publication, mandatory and recommended information, etc.) in accordance with the principles of the OTM-R policy.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x			-/- No	We do not use Euraxess services. We use jobs.cz, prace.cz and extensions to specialized websites root.cz, lupa.cz, diit.cz, systemonline.cz, openoffice.cz, cdr.cz, linuxexpress.cz, including CESNET websites.
Do we make use of other job advertising tools?	x	x			+/- Yes, substantially	To publish job offers, we use our website and the Teamio application (jobs.cz, prace.cz), including an extension to specialized websites root.cz, lupa.cz, diit.cz, systemonline.cz, openoffice.cz, cdr.cz, linuxexpress.cz. We can also make use of the Labor Office services and have open positions published on their website and official notice board.

					The goal is to use additional channels for advertising and attract more employees through platforms like LinkedIn, social media, which will be included in the Recruitment Procedure.
Do we keep the administrative burden to a minimum for the candidate?	x				+/- Yes, substantially	We try to minimize the administrative burden on applicants. All application materials for the recruitment process are submitted electronically by candidates via the Teamio website (jobs.cz, prace.cz) or through the e-mail address provided in the advertisement for the open position, which is published on the CESNET website.
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x		-/- No	At CESNET, we do not have codified rules for the appointment of selection committees. However, the practice is uniform. **The goal** is to establish a Recruitment Procedure, which will include rules for appointing selection committees and outline the principles of the OTM-R policy. We do not have codified rules, but the selection of employees typically involves the department head and the HR Specialist, and, if needed, a specialist in the relevant area may also be invited.
Do we have clear rules concerning the composition of selection committees?		x	x		-/+ Yes, partially	The Plan to Promote Equal and Non-Discriminatory Conditions for recruitment and selection of employees at CESNET includes the requirement that recruitment and selection of candidates must take place under equal conditions. **The goal** is to establish a Recruitment Procedure that is in line with the principles of the OTM-R policy.
Are the committees sufficiently gender-balanced?		x	x		-/+ Yes, partially	Selection committees at CESNET are, where possible, partially gender-balanced. **The goal** is to establish a Recruitment Procedure that is in line with the principles of the OTM-R policy. Due to the representation of women and men in the organization and the organization's focus, gender balance cannot be guaranteed in the near future.
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, partially	We do not have established guidelines for selection committees, nor do we have a formally specified procedure or general rules for selecting candidates. However,

					the practice is uniform. **The goal** is to establish a Recruitment Procedure that is in line with the principles of the OTM-R policy. The selection committee always follows the criteria of the position being filled.
Appointment phase					
Do we inform all applicants at the end of the selection process?	x			+/+ Yes, completely	All candidates are informed at the end of the recruitment process using various communication tools (by phone or email). All candidates who responded to the advertisement or were invited to the recruitment process are contacted within a maximum of 14 days, depending on the duration of the recruitment process. **The goal** is to create a methodological guideline as a supporting document for recruitment (the Recruitment Methodology), which would include job advertising templates, rules for job ad content, feedback timelines for informing candidates, etc. All in line with the principles of the OTM-R policy.
Do we provide adequate feedback to interviewees?	x			+/+ Yes, completely	All candidates who apply for the recruitment process are informed by email. If candidates attend interviews, they are typically informed by phone at the end of the recruitment process, usually within 14 days. Candidates are informed by the HR Specialist. **The goal** is to create a Recruitment Methodology as a supporting document for recruitment, which will include, among other things, timelines for feedback to inform candidates, email communication templates for informing candidates, etc., and which will be in line with the principles of the OTM-R policy.
Do we have an appropriate complaints mechanism in place?	x			-/- No	At CESNET, we do not have a complaint mechanism for candidates. **The goal** is to create a Recruitment Methodology as a supporting document for recruitment, which will include, among other things, a procedure for how external candidates can provide feedback on the recruitment process. The document will be in line with the OTM-R policy principles.
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-/+ Yes, partially	We have no system in place to assess whether the OTM-R meets its goals.

					In order to improve the quality of the recruitment process, a survey of Employee satisfaction will be conducted at least once every 2 years. The survey will cover topics related to the working environment, working conditions for Employees, etc., and a satisfaction survey for candidates regarding the recruitment process will also be conducted. In the past, a satisfaction survey was conducted at CESNET, but it was not repeated regularly. All information related to recruitment will be included in the Recruitment Procedure and Recruitment Methodology, which will also contain the evaluation method to assess whether the OTM-R policy meets its goals.