

BUT OTM-R POLICY INTERIM ASSESMENT 2020 vs. 2023

	OTM-R policy	Open	Transparent	Merit-based	Answer ++ Yes, completely +/- Yes substantially -/+ Yes partially -/- No	Proposed indicators (or form of measurement)
OTM-R systém						
Status 2020	1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/- No	We have no OTM-R policy. Some principles of OTM-R are defined by the BUT Statute (CZ/EN) : The OTM-R is very little enshrined in recruitment/selection regulations and other Personnel Documents.
Status 2023 January	1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	+/- Yes substantially	We have incorporated the OTM-R Policy and its principles into our internal regulations: <ul style="list-style-type: none"> • Selection Procedure rules of BUT available in CZ/EN • Regulation No. 3/2017 - Working Regulations of the BUT in CZ, (after login) • BUT Code of Conduct available in CZ/EN • Methodical Directive on Admission Procedure at BUT (under review 01-02/2023) • Manual for Recruitment, Selection and Admission Procedures at BUT (under revise 01-02/2023) <p>E-learning for members of selection/admission committees in CZ/EN is ready</p> <p>It will also be part of the Manual for Recruitment, Selection and Admission Procedures at the BUT</p>

						<p>The OTM-R Policy will be of course embedded in the forthcoming BUT Personnel Strategy</p> <p>The objective is to develop the BUT Personnel Strategy – by the end of Q3/2023</p>
Status 2020	2. Do we have an internal guide setting our clear OTM-R procedures and practices for all types of positions?	x	x	x	-/+ Yes partially	<p>We have the Rules for Selection Procedures in Czech and English, and they are not in accordance with the Charter and the Code. The principles of the OTM-R policy will be enshrined in the revised The Rules for Selection Procedures at BUT. There are no guidelines setting out clear rules at BUT.</p> <p>The Rules for Selection Procedures at BUT in CZ/EN.</p> <p>BUT Code of Conduct in CZ/EN.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (Academic staff AS, Researchers R, Technical/Office Staff TOS, or Workers W) including instructions for Selection Committees and e-learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p>
Status 2023 January	2. Do we have an internal guide setting our clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	<p>In accordance with the OTM-R Principles and the Charter and Code, we have the following documents:</p> <ul style="list-style-type: none"> • Selection Procedure rules at BUT available in CZ/EN • Methodical Directive on Admission Procedure at BUT – will be available in CZ/EN (under review 01-02/2023) • Manual for Recruitment, Selection and Admission Procedures at BUT – will be available in CZ/EN (under review 01-02/2023) • E-learning for members of selection/admission committees in CZ/EN is ready <p>It will also be part of the Manual for Recruitment, Selection and Admission Procedures at the BUT.</p> <p>The objective is a finished Manual for <i>Recruitment, Selection and Admission Procedures at the BUT</i> in CZ/EN by the end of 1Q/2023</p> <p>The objective is a finished Methodical Directive on Admission Procedure at BUT</p>

Status 2020	3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/- No	<p>There is no training concept for the members of the Selection Committee for recruitment. Each member of the Selection Committee is obliged to get acquainted with the Rules for Selection Procedures. The members of the committee meet before the discussion part of the selection procedure and they discuss the specific position that selection procedure aims to fill. HR staff are not present for every selection procedure.</p> <p>With regard to the most represented groups of researchers at CEITEC BUT, regular training in the field of recruitment takes place here.</p> <p>There is no internal educational programme or methodology for this.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, or W) including instructions for Selection Committees and e- learning training for members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p>
Status 2023 January	3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	<p>Training of selection/admission committee members via e-learning will be piloted from 2/2023. E-learning is in CZ/EN</p> <p>Each member of committee is obliged to familiarize themselves with Selection Procedure rules at BUT, Methodical Directive on Admission Procedure at BUT and the comprehensive Manual for Recruitment, Selection and Admission Procedures at BUT.</p> <p>Promoters (Dean, Director, managers...) are responsible for training the members of the selection/admissions committees.</p> <p>Representatives of the F/UI/U personnel departments dealing with recruitment/selection/admission are trained continuously in various recruitment topics (meetings, webinars, seminars etc.) throughout the year, at least once every 2 months in the full scope of support.</p>

						<p>The objective is to continuously train the representatives of the faculties/research institutes personnel departments who deal with recruitment/selection/admissions in the full scope of support, at least once every 2 months (meetings, webinars, seminars etc.).</p> <p>The objective is to provide continuous learning for the members of the (selection/admission) committees through e-learning. Compliance with learning shall be monitored by the promoter.</p> <p>The objective is to train managers (of departments/workplaces/institutes) in the field of labour law and personnel.</p> <p>E-learning for members of selection/admission committees in CZ/EN is ready.</p>
Status 2020	4. Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	<p>There is no E-tool for recruitment at BUT. Only e-recruitment is used via the external Teamio tool (Jobs.cz and Práce.cz), where advertisements for selected positions are entered. Advertising is also placed on web job portals (only Czech: Věda a výzkum, Researcher, jobs.ac.uk).</p> <p>Currently, with regard to the highest representation of researchers, CEITEC BUT uses LinkedIn for occasional electronic recruitment. The selection procedure is then conducted personally with the selected candidates.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data etc.) in accordance with the Charter and the Code, enshrining the principles of OTM-R policy.</p> <p>Note for individual groups of employees (AS, R, TOS, or W)</p>

<p>Status 2023 January</p>	<p>4. Do we make (sufficient) use of e-recruitment tools?</p>	<p>x</p>	<p>x</p>		<p>+/+ Yes completely</p>	<p>For e-recruitment, the paid external tool Teamio is used (for work portals: Jobs.cz, Práce.cz, Práce za rohem), where advertisements for selected positions are posted. This portal is the most used in the Czech Republic.</p> <p>This portal is linked to the Career at BUT website since January 2022, which makes it easier to upload and review job postings. The EURAXESS portal is also used for selected Research positions.</p> <p>At some workplaces, e.g. CEITEC BUT, FCH, Rectorate and units advertising is used via LinkedIn. Other job portals (ResearchJobs, Science and Research etc.) are used according to the currently advertised position (including postdoc).</p> <p>All employees involved in recruitment and selection will have access to the Manual for Recruitment, Selection and Admission Procedures at the BUT.</p> <p>The objective is to continuously train personnel departments in advertising issues (meetings, webinars, seminars etc.).</p> <p>The objective is a finished Manual for Recruitment, Selection and Admission Procedures at the BUT in CZ/EN by the end of 1Q/2023.</p> <p>The objectice is a finished Methodical Directive on Admission Procedure at BUT</p>
<p>Status 2020</p>	<p>5. Do we have a quality control system for OTM-R in place?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>-/- No</p>	<p>There is currently no OTM-R quality control system. There is only a model document Record of the Selection Procedure. CEITEC BUT uses ISAB (International Scientifica Advisory Board) for RGL level and the resources of the CEITEC consortium with regard to the specific focus and researchers.</p> <p>At BUT, there is a Control Department and an Internal Audit Department, which does not manage / control the selection procedures agenda. Uniformity, transparency and control of OTM-R at BUT could be ensured and coordinated by the HR Support Department at BUT, which would be newly established at the Personnel Department and would function as a Support Department for the entire BUT in the field of labour law and personnel area.</p>

						<p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code, enshrining the principles of OTM-R policy.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, or W) including instructions for Selection Committees and e- learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise the Ruels for Selection Procedures and creation of new updated RSP (The Rules for Selection Procedures at BUT) so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to establish a Support Department in the field of HR for the entire BUT.</p>
Status 2023 January	5. Do we have a quality control system for OTM-R in place?	x	x	x	-/+ Yes partially	<p>The BUT has the principles of the OTM-R policy embedded in its internal legislation. Selection Procedure rules at BUT have been revised, Methodical Directive on Admission Procedure at BUT and the BUT Code of Conduct (etc.) have been created.</p> <p>And a comprehensive Manual for Recruitment, Selection and Admission Procedures at the BUT (1Q/2023) serves as a supporting document. Establishment of e-learning for selection/admission committees, whose training started gradually on a pilot basis from 2/2023.</p> <p>The Manual will also include supporting forms for selection/admission committees to enable us to rank candidates according to pre-defined criteria and to communicate to unsuccessful candidates, if they wish, the reasons for their rejection and where they can improve. The results of the individual selection/admission procedures and the ranking of candidates will be archived in case of a complaint by an unsuccessful candidate. The condition</p>

					<p>for feedback is outlined in the revised Rules for Selection Procedures at the BUT.</p> <p>As of 1/2023, an organizational change has resulted in the establishment of the Personnel Development Department at the Rectorate to support personnel processes and beyond at the University.</p> <p>The position of Chief Personnel Officer was also created, covering the area of labour law methodology and consultancy with a focus on GDPR.</p> <p>The CEITEC BUT Research Centre uses ISAB (International Scientific Advisory Board) for RGL (Research Group Leader) level and resources of the CEITEC consortium.</p> <p>Pursuant to the organisational change of 2022, the Brno University of Technology has an Audit and Control Department (ACD), which deals with the basic control of the legislation on the selection procedure agenda.</p> <p>The ACD is now also dealing with possible whistleblowing, according to the European Directive. A completely new Guideline will be created, which will also reflect the topics currently being addressed in society within the framework of Social Safety (2Q/2023).</p> <p>The national legislation of the Czech Republic does not cover this area.</p> <p>The area of social safety and reporting will be trained conceptually within the BUT.</p> <p>Further control may be exercised by the Ethics Committee (see BUT Code of Conduct), which is for all categories of employees (research staff, academic staff, technical/office staff and blue-collar staff) or the Disciplinary Committee – in student case.</p> <p>The Ethics Committee will meet regularly 3 times a year, in addition to other meetings to address violations of BUT Code of Conduct.</p> <p>The Employee Training Plan was created in the field of HRS4R/ HR Award, Gender Equality and Social Safety 2023+ in CZ/EN.</p> <p>The objective is to create a Methodical Directive to address (support) the topic of Social Safety at the BUT for all employee groups.</p>
--	--	--	--	--	--

						<p>E-learning for members of selection/admission committees in CZ/EN is ready.</p> <p>The objective is to educate academic staff, research staff, technical/office staff, blue-collar staff employees as well as students on Social Safety and related legislation (support at BUT, contacts, situation resolution).</p> <p>The objective is created form for the Record of the Selection/Admission Procedure in accordance with the OTM-R Policy (determination of the ranking of candidates by the Selection/Admission Committee according to defined criteria with the possibility of feedback for unsuccessful candidates who participated in a personal/online interview).</p> <p>The objective is conceptual training in the areas/topics set out in the Employee Training Plan*, „working title“</p>
Status 2020	6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	<p>Positions are published on the BUT website in the Czech language and on the Czech version of the website. Furthermore, job offers are also published on the websites of Faculties / Component parts (F/C). There are big differences across the university that are related to the focus of F/C. A significant share is made up of external applicants, but not foreign ones. Some positions of researchers for projects where a language other than the national language is required are published in English. Some F/C advertise jobs on foreign websites, e.g. ResearchGate.</p> <p>At the moment, it is the CEITEC BUT that is more or less publishing the vacancies at Euraxess.</p> <p>Candidate contacts are also obtained in person at foreign conferences or in international projects.</p> <p>Vacancies: https://vutbr.jobs.cz/ – only in Czech.</p> <p>The aim is to create sample templates in English for various positions with fixed and flexible data so that the advertisement of job offers for researchers is in English and posted on the Euraxess portal, according to the conditions of the selection procedure and the Rules for Selection Procedures at BUT.</p> <p>The aim is to create templates for selection procedures for other groups of employees (AS, TOS), both in the national language and in English.</p>

<p>Status 2023 January</p>	<p>6. Does our current OTM-R policy encourage external candidates to apply?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>+/+ Yes completely</p>	<p>Positions are advertised on the BUT Job Opportunities website. The website exists in a CZ/EN version. In addition, job offers are published on the faculties/research institutes websites. Positions for scientists and researchers are published on EURAXESS, ResearchJobs and other international websites, e.g. ResearchGate. Posting job offers on LinkedIn also supports this objective. Mainly used by faculties/research institutes with scientific and research staff (e.g. CEITEC, FCH). Candidate contacts are obtained through conferences, projects etc. Templates of advertisements for different employee groups (in Czech and English) have been created, and are available to personnel departments in the Teamio application (after logging in), which manages the advertising portals (Jobs.cz, Práce.cz, Práce za rohem) and is linked to our university website Job Opportunities. Templates for selection/admission procedures are annexed to the <i>Manual for Recruitment, Selection and Admission Procedures at BUT (1Q/2023)</i>. BUT tries to include foreign scientists and academics in the implementation of European projects. Also on the basis of the consortia that are formed in pan-European projects, subsequent job opportunities arise.</p>
<p>Status 2020</p>	<p>7. Is our current OTM-R policy in line with policies to attract researchers from abroad?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>+/- Yes substantially</p>	<p>Unfortunately, at present, advertising on the BUT Career Website is published only in the Czech language: https://www.vutbr.cz/en/board/jobs. Furthermore, the advertisement of the position itself is also posted on the websites of Faculties / Component parts (F/C). Sometimes other portals are used, e.g. LinkedIn, ResearchGate, etc. It is CEITEC BUT that most often advertises at Euraxess, with regard to researchers. At the same time, the interested party can read information about BUT research centres on the web: https://www.vutbr.cz/en/rad/centres. For foreign employees, we now also have a Welcome Service at the Brno University of Technology. There is no monitoring of the share of job seekers from abroad. The number of applicants from abroad varies greatly by field. The MEYS (The Ministry of Education, Youth and Sports (MEYS, MŠMT in Czech) project is a supporting tool for</p>

						<p>increasing the share of workers from abroad. We currently have 9 follow-up master's degree programmes and 14 doctoral degree programmes taught in English. Due to the teaching in English, a possible increase in staff can be expected.</p> <p>The aim is to unify advertising and transparency of information regarding the individual positions. Creation of model templates in Czech and English with defined data.</p> <p>The aim is to have regular English language courses for all Personnel Officers of the Personnel Department of BUT and Personnel Departments F/C. Course once a week for 4 semesters.</p>
Status 2023 January	7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/+ Yes completely	<p>New career website Career at BUT is available from January 2022 in both CZ and EN versions. In addition, jobs for international candidates are advertised on EURAXESS and, depending on the field, on other international portals.</p> <p>A Welcome Service is available for international personnel. Some units (e.g. CEITEC BUT) also have the position of Welcome Buddy, who takes care of the adaptation of these employees to the specific workplace.</p> <p>Information on BUT research centres is available online to international applicants. The number of applicants varies greatly by field.</p> <p>Starting from 2020, personnel departments employees are trained in communication and language skills (English language training) to promote support and adaptation.</p> <p>Some new study programmes that are taught only in EN serve as a supportive tool for increasing the proportion of scientists and researchers from abroad. We are already seeing increased student interest in these programmes and the associated influx of researchers or practitioners as tutors can be expected. (e.g. the Space Engineer study programme from 2022/2023 – the first in the Czech Republic at FEEC).</p> <p>Close collaborations with universities, research institutions, and research institutes are a means of supporting the interest of foreign scientists and academics. This is in Europe and beyond. In some areas, we are limited by the conditions of national legislation (labour law) of both our country and the country from which the scientist or academic comes to us.</p>

Status 2020	8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	<p>We have no OTM-R policy. We support gender and age diversity. We never assess an applicant's ethnicity or group, but his or her quality, experience, knowledge, mobility, results of creative work and potential. In technical fields, we try to attract women / scientists already from their studies. For example, the Summer School for Girls event is held regularly at FIT (Faculty of Information Technology) http://holky.fit.vutbr.cz/o-skole/. We support women, for example, with flexible working hours, the possibility of part-time work, etc.</p> <p>At BUT, as it is a technical university, women predominate in non-academic positions, while men are the dominant group among academics. Gender policy at Brno University of Technology will also focus on supporting PhD students (R1) in their study and scientific profiling.</p> <p>The aim is to continuously support the non-discriminatory environment at Brno University of Technology with an emphasis mainly on expertise and competencies candidates.</p> <p>The aim is training for managers about equal treatment of all employee groups and exploiting their potential (gender management, age management etc.).</p>
Status 2023 January	8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	+/- Yes substantially	<p>The OTM-R Policy of the BUT is contained in the BUT internal legislation (revised Selection Procedure rules at BUT, the upcoming Methodical Directive on Admission Procedure at BUT the upcoming <i>Manual for Recruitment, Selection and Admission Procedures at BUT</i>, BUT Code of Conduct etc.).</p> <p>BUT promotes diversity and ensures compliance with the equal opportunities and non-discrimination principle. To support under-represented groups, it provides, for example, flexible working hours, part-time or part-time work, and barrier-free access. Changing and breastfeeding areas are gradually being established in selected faculties/research institutes (this is more difficult due to building and hygiene standards or the historical value of the building).</p> <p>The BUT, or individual institutes and workplaces, also try to accommodate groups of employees who have different religious practices. The dates of</p>

						<p>meetings and breaks are adapted to these customs, and holidays that are different from those in the Czech Republic are accepted.</p> <p>To promote the study of women in technical fields, regular events are held, such as the FIT Summer School for Girls (FIT Suits Girls). In cooperation with the Marketing and External Relations Department, recruitment campaigns are implemented (e.g. This is Where I Belong). Events are also supported, e.g. Women Belong in Science (in Czech only) which is always held on the occasion of the International Day of Women and Girls in Science (11 February). This connects different universities in Brno for a big science event. It is called Science Slam.</p> <p>Other support includes an Open Day, which is attended by students from secondary schools.</p> <p>The objective is a created Personnel Strategy: Q3/2023</p> <p>The objective is a concept for returning from maternity/parental leave or after a long leave of absence – illness, caring for a loved one etc. (education, support options...)</p>
Status 2020	9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	<p>Despite the absence of an OTM-R policy, we can offer researchers and academics sabbatical, mobility programmes and flexible working hours. At the same time, we offer everyone, regardless of gender, race or religion, work in a multicultural environment and the possibility of part-time work. We enable employees to balance their family and work lives. BUT can offer technical facilities at a high level, including laboratories and workplaces.</p> <p>The aim is to conduct a survey of employee satisfaction with the working environment, working conditions and professional development opportunities on a regular basis once every 2 years, and this is not only in order to improve the quality of the recruitment process. The aim is to discover and take possible further measures to improve the quality of the working environment at BUT.</p>

<p>Status 2023 January</p>	<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	<p>x</p>	<p>x</p>	<p>x</p>	<p>+/- Yes substantially</p>	<p>The OTM-R Policy of the BUT is contained in the BUT internal legislation (revised Selection Procedure rules at BUT, <i>Methodical Directive on Admission Procedure at BUT</i>, BUT Code of Conduct etc.).</p> <p>The BUT offers research and academic staff participation in project calls, both national and international, technical facilities of high standard, a multicultural environment, the opportunity to reconcile private and personal life (e.g. part-time work, flexible working hours), support in adaptation, Welcome Service for international employees and students, as well as internships or mobility for all categories of employees.</p> <p>The BUT conducted a satisfaction survey of all employee groups in priority areas (work environment, professional development, mobility, social security, education etc.) in 11/2022. Based on the outputs, measures will be proposed in line with national policies, project calls, security situation etc. Compared to positions in the private sector or traditional EU countries, salaries in the Czech Republic are lower. The HE budget has well-defined national guidelines. For potential project opportunities (resulting in wage support), the BUT Wage Regulations, transparency and non-discrimination of employees must always be observed.</p> <p>The objective is to maintain the reputation of the BUT.</p> <p>The objective is to maintain the HR AWARD and adherence to the HRS4R principles.</p> <p>The objective is to take part in international projects in collaboration with other universities.</p> <p>The objective is to carry out a satisfaction survey of all BUT employees once every 3 years, in the form of focus groups.</p>
------------------------------------	---	----------	----------	----------	------------------------------	--

Status 2020	10. Do we have means to monitor whether the most suitable researchers apply?	x	x	x	-/+ Yes partially	<p>At the moment, there is no tool at BUT to assess whether the most suitable candidate reacted to the vacancy offer. There is also no record of job advertisements, including the success of responses and the selection of candidate(s). It is an assessment of CV (Curriculum Vitae) and other materials of those interested in working in science and research at BUT.</p> <p>The CV selection is prepared by HR professionals or the president of the committee, or further as agreed by the management of Workplaces / Institutes / Faculties / Component parts.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e- learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise the Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection procedures, in order to streamline the advertisement and the recruitment process itself.</p>
Status 2023 January	10. Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	<p>There is a revised Selection Procedure rules at BUT (November 2022 and 01/2023).</p> <p>A Methodical Directive on Admission Procedure at BUT in accordance with the Charter and the Code, e-learning for members of selection/admission committees (piloted from February 2023) is being prepared.</p> <p>Creation of a comprehensive Manual for Recruitment, Selection and Admission Procedures at the BUT, containing recommendations for staff involved in the recruitment and selection process, including templates (1Q/2023) is under comment.</p> <p>From January 2022 regular monitoring of job advertisements in the form of statistics has also been carried out thanks to the use of the external tool</p>

						<p>Teamio. The purpose behind this is to make the advertising and recruitment process more efficient.</p> <p>This external tool allows for the collection of applications in one place (in addition to the external advertising platforms EURAXESS, ResearchJobs or Věda a výzkum).</p> <p>HR departments are regularly trained in the recruitment process, advertising and other related procedures.</p> <p>Recruitment at the BUT does not take place in a centralised manner, but each F/UI evaluates the recruitment procedure independently.</p> <p>The Rectorate handles selection and admission recruitment procedures of units (CIS, CL etc.) and Rectorate departments.</p> <p>The objective is to continuously train personnel departments in recruitment/selection/admission and advertising.</p> <p>The objective is to continuously train the members of the committees (selection/admission).</p>
Advertising and application phase						
Status 2020	11. Do we have a clear methodology or forms (e.g. EURAXESS) for advertising vacancies?	x	x		-/+ Yes partially	<p>Vacancies are published according to The Rules for Selection Procedures at BUT, i.e. on the BUT website, job portal, etc.</p> <p>There is no uniform template for advertising at BUT, this is dealt with at the individual F/C. The advertisements always contain at least the data in accordance with The Rules for Selection Procedures at BUT (Chapter 3, point 3). The advertisement is published on the BUT Career Website in Czech. Positions are published on Euraxess mainly through CEITEC BUT.</p> <p>The aim is to create sample templates in English for various positions with fixed and flexible data so that the advertisement of job offers for researchers is in English and posted on the Euraxess portal, according to the conditions of the selection procedure and The Rules for Selection Procedures at BUT.</p> <p>The aim is to create indicative templates for selection procedures for other groups of employees (AS, TOS), both in the national language and in English.</p>

<p>Status 2023 January</p>	<p>11. Do we have a clear methodology or forms (e.g. EURAXESS) for advertising vacancies?</p>	<p>x</p>	<p>x</p>		<p>+/+ Yes completely</p>	<p>Vacancies are advertised in accordance with the revised Selection Procedure rules at BUT and the Methodical Directive on Admission Procedure at BUT (the documents are in accordance with the Charter and the Code).</p> <p>The advertising templates are available in CZ/EN to personnel staff in Teamio (after logging in). The forms will be part of the Manual for Recruitment, Selection and Admission Procedures at the BUT.</p> <p>Advertising is published on the new Career at BUT website, which exists in both Czech and English versions from 01/2022. Scientific and research staff positions are published on EURAXESS in accordance with the revised Selection Procedure rules at BUT.</p> <p>HR staff have been and will continue to be regularly trained in the procedures for uploading adverts and in working with the TEAMIO and EURAXESS portals.</p>
<p>Status 2020</p>	<p>12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? (viz chapter 4.4.1 a)</p>	<p>x</p>	<p>x</p>		<p>-/+ Yes partially</p>	<p>Published job offers are linked to the BUT website. We do not add links to GDPR, BUT or its components to this advertisement. A link to the F/C website is added only when advertising on foreign websites. The advertisement contains the name of the position, the basic content of the work, qualification requirements, the date of commencement, i.e. as stated in The Rules for Selection Procedures at BUT.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection procedures, in order to streamline the advertisement and the recruitment process itself.</p>

<p>Status 2023 January</p>	<p>12. Do our job postings contain links/references to all the elements that arise as prerequisites in the corresponding section of the toolkit? (refer to chapter 4.4.1 a)</p>	<p>x</p>	<p>x</p>		<p>+/- Yes substantially</p>	<p>Jobs are advertised on the Career at BUT website via the Teamio application, which does not allow inserting links. For this reason, advertising on the BUT website does not contain links. Instead of links, a brief description of the workplace is given.</p> <p>The Career at BUT website contains an <i>Admissions Process</i> tab, which describes the principles of transparency, equal opportunities and data protection, including links to related legislation.</p> <p>A link to the F/UI/U website is inserted when advertising on international websites.</p> <p>Regular monitoring of job advertisements in the form of statistics is carried out in order to improve the efficiency of the advertising and recruitment process (see point 10)</p> <p>The objective is to adjust and translate the competences and activities of the supporting departments/workplaces/units on the web (e.g. Personnel Department, Department of Internationalisation, Studies Department, Halls of Residence and Dining Services, Payroll Accounting Department) into EN.</p>
<p>Status 2020</p>	<p>13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?</p>	<p>x</p>	<p>x</p>		<p>-/+ Yes partially</p>	<p>Euraxess or, for example, ResearchGate are used to publish vacancies of researcher positions; these mainly concerns the university's components with a higher percentage of researchers. Euraxess is not used at BUT according to uniform rules.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p> <p>The aim is to monitor job advertisements, including the number of registered, selected or cancelled / unsuccessful selection procedures, in order to streamline the advertisement and the recruitment process itself.</p>

Status 2023 January	13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x	+/- Yes substantially	<p>EURAXESS is uniformly used within the University to advertise scientific and research staff positions, in accordance with the revised Selection Procedure rules at BUT and the Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code.</p> <p>Support will also be provided by the emerging (now under comment) comprehensive Manual for Recruitment, Selection and Admission Procedures at the BUT.</p> <p>There is a EURAXESS manual for advertising positions, available to HR departments.</p> <p>The objective is to continuously support the F/UI HR departments in advertising positions on EURAXESS and other foreign science/research related portals.</p> <p>The objective is to provide support in the form of English advertising templates and regular training, including in the case of personnel departments staff replacement.</p>
Status 2020	14. Do we make use of other job advertising tools?	x	x	+/+ Yes completely	<p>We publish vacancies outside the BUT website on the notice boards of individual components and on official notice boards.</p> <p>We use the jobs.cz portal and (only Czech) the Věda a výzkum portal to publish the positions of non- academic staff. We can use the services of the Labour Office and have vacancies published on their official notice board and website.</p> <p>The aim is to support other channels for advertising and recruitment.</p>
Status 2023 January	14. Do we make use of other job advertising tools?	x	x	+/+ Yes completely	<p>In addition to being published on the Career at BUT website, job vacancies are also published on the information boards of F/UI and possibly U (the information board is the equivalent of the BUT official board at the individual units).</p> <p>The paid portal TEAMIO (Jobs.cz, Práce.cz, Práce za rohem) or other public job portals (Věda a výzkum) are used to publish positions of non-academic staff. It is possible to use the services of the Labour Office.</p>

					<p>From 2022 the professional social network LinkedIn is used for advertising in selected cases (management, research and strategic positions). All personnel departments staff are members of the network (have an account) and have been trained in its basic operation.</p> <p>The LinkedIn professional network also serves to connect foreign researchers with researchers at the BUT through professional groups, research projects or consortia. There is a great opportunity to attract experts from abroad and, in turn, to gain the experience of researchers and academics from the BUT.</p>
Status 2020	15. Do we keep the administrative burden to a minimum for the candidate? (4.4.2 b)	x		+/- Yes substantially	<p>We minimise the administrative burden. This applies to Czech / Slovak applicants. The applicant may send the documents for the selection procedure electronically and only the selected applicant then submits the original documents. This is also possible for foreign applicants with regard to the rules of registration of the selected candidate in the social security system.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
Status 2023 January	15. Do we keep the administrative burden to a minimum for the candidate? (4.4.2 b)	x		+/- Yes substantially	<p>In accordance with the revised Selection Procedure rules at BUT and upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code, we minimize the administrative burden for CZ/SK applicants. We enable submitting documents electronically and providing original documents later.</p> <p>In the case of international applicants, this is determined by the position offered or the rules currently in force (e.g. project rules, national legislation, international conditions).</p> <p>Employees involved in the recruitment, selection and admissions process already have access to the Manual for Recruitment, Selection and Admission</p>

						<p>Procedures at the BUT, templates for advertising, forms and other administrative formalities related to the admissions process.</p> <p>In the case of documents of an already selected successful candidate, we have to follow the national employment, social and health system (original documents, forms with handwritten signature, copies etc.).</p> <p>Personnel support is also provided from the Rectorate to HR staff of F/UI and heads of scientific groups.</p>
Selection and evaluation phase						
Status 2020	16. Do we have clear rules governing the appointment of Selection Committees?		x	x	-/+ Yes partially	<p>There are general definitions for the appointment of a Selection Committee in The Rules for Selection Procedures at BUT (e.g. for which positions a committee must be appointed). The Rules for Selection Procedures at BUT will be revised.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e- learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p>
Status 2023 January	16. Do we have clear rules governing the appointment of Selection Committees?		x	x	+/- Yes substantially	<p>There is a revised Selection Procedure rules at BUT and a upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code.</p> <p>The new Rules for Selection Procedures include a requirement for gender neutrality in the composition of a committee, if this is possible in view of the position to be filled.</p>

						<p>The appointment of the committee is in the hands of the advertiser who appoints the chairman of the committee. The committee for the selection procedure shall be composed of at least 3 members.</p> <p>E-learning for members of selection/admission committees in CZ/EN is ready.</p> <p>From 2/2023, training of selection/admissions committee members via e-learning has piloted.</p> <p>From 10/2022 seminars/webinars have been held, internally and externally, on gender issues (gender equality), gender mainstreaming with application at the BUT, as well as application in research, projects and innovations).</p> <p>According to the Gender Equality Plan 2022-2024, the BUT management, the F/UI management, the Ethics Committee, representatives of the F/UI Disciplinary Committees, and students (who are part of the above-mentioned committees) have been trained in the first phase.</p> <p>The objective is to integrate gender mainstreaming/gender equality into the BUT Personnel Strategy.</p> <p>The objective is to provide continuous training for the members of the selection/admission committees through e-learning.</p> <p>The objective is to train individual groups of employees at the BUT in the topics of gender equality.</p>
Status 2020	17. We have clear rules on the composition of the selection committee		x	x	-/+ Yes partially	<p>There are general definitions for the composition of a Selection Committee in The Rules for Selection Procedures at BUT (e.g. for which positions a committee must be appointed). The Rules for Selection Procedures at BUT will be revised.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e- learning training for all members of Selection Committees with basic procedures and questions. The methodology will be</p>

						<p>in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p>
Status 2023 January	17. We have clear rules on the composition of the selection committee		x	x	+/- Yes substantially	<p>There is a revised Selection Procedure rules at BUT and an upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code; and specifying the requirements for the composition of the committee (e.g. composition of the committee respecting the nature of the job vacancy to be filled).</p> <p>E-learning for members of selection/admission committees in CZ/EN is ready. From 2/2023, training of selection/admission committee members by e-learning has started on a pilot basis.</p> <p>The post of Equal Opportunities Coordinator has been established under the Personnel Department. The Coordinator is also a member of the BUT Ethics Committee.</p> <p>The Ethics Committee has been newly appointed as of 12/2022.</p> <p>The objective is to integrate gender mainstreaming/gender equality into the BUT Personnel Strategy.</p> <p>The objective is the continuous learning of members of selection/admission committees.</p> <p>The objective is to regularly educate employees and students (primarily R1) on the topics of gender mainstreaming/gender equality in project calls (national and international), gender issues – support for parents with children or those caring for a loved one, support for female scientists, reconciling personal and professional/scientific life.</p>

Status 2020	18. Are the committees sufficiently gender-balanced?		x	x	-/- No	<p>The current Rules for Selection Procedures at BUT do not regulate gender diversity. Although the composition of Selection Committees is not limited by the absence of this regulation and gender equality is supported, it is a difficult task in the conditions of a technical university. Emphasis is placed on the committee's expertise. The members of the committee are selected on the basis of their experience, expertise and knowledge, without any discrimination. At the university, this differs across Faculties / Component parts / Workplaces. If possible, we strive for a balanced gender composition for each selection procedure.</p> <p>The aim is to continue to continuously support the non-discriminatory environment at Brno University of Technology, with an emphasis mainly on the expertise and competencies of Selection Committees, and also to support an increase in the percentage of women in Selection Committees.</p>
Status 2023 January	18. Are the committees sufficiently gender-balanced?		x	x	-/+ Yes partially	<p>There is a revised Selection Procedure rules at BUT and an upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code and specifying the requirements for the composition of the committee (e.g. gender neutrality of the committee, if possible).</p> <p>BUT supports gender equality, but due to the university's technical focus, it is not always possible to ensure gender balance in the selection committee.</p> <p>The objective is to integrate gender mainstreaming/gender equality into the BUT Personnel Strategy.</p> <p>The objective is to provide continuous learning for the members of the selection/admission committees through e-learning.</p> <p>The objective is regular education of employees and students (primarily PhD – R1) in the topics of gender mainstreaming in project calls (national and international), gender issues – support for parents with children or those caring for a loved one, support for women scientists.</p>

Status 2020	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?				-/+ Yes partially	<p>The Rules for Selection Procedures at BUT specify the procedure and general rule for the selection of candidates, i.e. the candidates who best meet the requirements. A closer assessment of the candidates' merits is not specified in this internal regulation.</p> <p>There are no written instructions that directly address this.</p> <p>The aim is to create a Methodology for selection procedures for individual groups of employees (AS, R, TOS, W) including instructions for Selection Committees and e- learning training for all members of Selection Committees with basic procedures and questions. The methodology will be in line with the Charter and the Code and it will enshrine the principles of OTM-R policy.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim will be to monitor the share of women in doctoral studies (R1), and the ratio of M/ W after PhD studies (R1 and R2) who remain at university. Monitoring since 2021. The aim will also be to find out why R1 or R2 women are leaving the scientific, research career at BUT.</p>
Status 2023 January	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	x		+/- Yes substantially	<p>There is a revised Selection Procedure rules at BUT and an upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code.</p> <p>The Rules specify the evaluation of candidates in relation to the requirements set out.</p> <p>More detailed information regarding the assessment of candidates is contained in the e-learning for selection/admission committees and the Manual for Recruitment, Selection and Admission Procedures at the BUT. Defining the competences of a suitable candidate is divided into mandatory and recommended competences.</p>

					<p>Monitoring of the proportion of women in doctoral programmes has been ongoing since 2022.</p> <p>A questionnaire survey was conducted among PhD students (R1) to determine their current needs in the area of balancing study/work life and personal life.</p> <p>The objective is to set the concept of R1 support in the context of reconciling personal life with support for science and research, including education.</p> <p>The objective is to provide continuous training for the members of the (selection/admission) committees through e-learning.</p> <p>E-learning for members of selection/admission committees in CZ/EN is ready.</p>
Appointment phase					
Status 2020	20. Do we inform all applicants at the end of the selection process?		x	+/+ Yes completely	<p>We respond to all applicants who responded to the published vacancy. We use various information tools (written notification, phone call). We do not specify deadlines for responding to the vacancies.</p> <p>The aim is to revise The Rules for Selection Procedures at BUT and creation of new updated RSP so that they are in line with the Charter and the Code and enshrine the principles of OTM-R policy.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
Status 2023 January	20. Do we inform all applicants at the end of the selection process?		x	+/+ Yes completely	<p>Yes, we inform all candidates who responded to the advertisement. We use various communication tools (telephone, written form).</p> <p>There is a revised Selection Procedure rules at BUT and an upcoming Methodical Directive on Admission Procedure at BUT in accordance with the Charter and the Code.</p>

					<p>The deadline for responding to candidates is not specified but is recommended, depending on the position advertised and the time of posting. In the case of academic staff, the legal deadline for advertising is 30 calendar days, after which the selection procedure can be carried out. Act No. 111/1998, the Higher Education Act.</p> <p>The upcoming Manual for Recruitment, Selection and Admission Procedures at the BUT recommends contacting other applicants as soon as possible after the conclusion of candidate selection.</p>
Status 2020	21. Do we provide adequate feedback to interviewees?		x	-/+ Yes partially	<p>We provide feedback upon request. There is no uniform procedure for who is to provide feedback, at what time, in what manner, etc. (whether the chairman of the Selection Committee, Personnel Department professional, other members of the Selection Committee, etc.).</p> <p>The materials are returned to the unsuccessful applicant or they are shredded in accordance with the GDPR.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
Status 2023 January	21. Do we provide adequate feedback to interviewees?		x	+/- Yes substantially	<p>BUT (selection committee) provides feedback according to the revised Selection Procedure rules at BUT to all candidates who have participated in the interview process and have requested it within 7 days of the decision. Feedback is given by the chairman of the commission or his/her authorised representative (commission member).</p> <p>There is a revised Selection Procedure rules at BUT and an upcoming Methodical Directive on Admission Procedure at BUT, in accordance with the Charter and the Code.</p> <p>The objective is to train the members of the selection/ admissions committees through e-learning.</p>

						<p>The objective is to support the selection/ admissions committees by creating a single form for the committees so that we can rank the candidates according to predefined criteria and, if desired, communicate to unsuccessful candidates the reasons for their rejection and where they can improve.</p> <p>The objective is to train personnel departments and selection/admissions committees in appropriate communication with unsuccessful candidates (feedback – written form).</p> <p>E-learning for members of selection/admission committees in CZ/EN is ready.</p>
Status 2020	22. Do we have an appropriate complaints mechanism in place?		x		-/- No	<p>We do not have a recruitment / selection complaint mechanism set up at BUT. This issue is not regulated in The Rules for Selection Procedures at BUT. The advertisement itself does not include a contact clause in the event a complaint needs to be resolved.</p> <p>The Control Department and the Internal Audit Department at BUT do not manage / control the recruitment/ selection agenda.</p> <p>The aim is to create a Methodology that will serve as a supporting document for recruitment (including sample advertisements, publication options, mandatory and recommended data, etc.) in accordance with the Charter and the Code and the principles of OTM-R policy.</p>
Status 2023 January	22. Do we have an appropriate complaints mechanism in place?		x		-/+ Yes partially	<p>Yes, we have a procedure in place for submitting, receiving and addressing complaints and suggestions.</p> <p>Internally, this is regulated in Directive No. 62/2017 Handling of Complaints, Notifications and Suggestions (after login).</p> <p>Due to the ongoing organizational changes at the BUT, the guidelines are currently undergoing modifications.</p> <p>Pursuant to the organisational change of 2022, the Brno University of Technology has an Audit and Control Department (ACD), which deals with the basic control of legislation on the selection/admission procedures agenda.</p>

					<p>The Department handles complaints that reach the Rector or are addressed directly to the Department itself. The ACD is now also dealing with possible whistleblowing according to the European Directive.</p> <p>The national legislation of the Czech Republic does not cover this area. The area of social safety and reporting will be trained conceptually within the BUT. It will be supported by internal legislation that will describe possible negative phenomena and their solution on the BUT premises as well as external support.</p> <p>Further control may be exercised by the Ethics Committee (BUT Code of Conduct), which is for all categories of employees (research staff, academic staff, technical/office staff and blue-collar staff) or the Disciplinary Committee – in the case of students.</p> <p>The Ethics Committee will meet regularly 3 times a year, in addition to other meetings to address violations of the BUT Code of Conduct.</p> <p>Complaints about the recruitment/selection process can be submitted by the person concerned to the Rector (according to the internal <i>Directive No. 62/2017 Handling of Complaints, Notifications and Suggestions</i>).</p> <p>The ACD is not obliged to deal with anonymous submissions, according to the above-mentioned directive.</p> <p>The objective is to raise awareness of internal legislation and its laws by training different groups of employees.</p> <p>The objective is to pilot the training of managers according to the Internal Training Concept* and the Personnel Strategy.</p>
Overall assessment					
Status 2020	23. Do we have a system in place to assess whether OTM-R delivers on its objectives?			-/- No	<p>We do not have a system in place to assess the OTM-R area. Internal audits of Faculties / Component parts are implemented, but they are not uniformly specified in university documents.</p> <p>A survey of employee satisfaction with the working environment, working conditions and opportunities for professional development etc. will be</p>

					<p>conducted once every 2 years, not only in order to improve the quality of the recruitment process.</p> <p>After the revision of The Rules for Selection Procedures at BUT and the creation of a new updated RSP and the creation of supporting Methodologies for recruitment and selection, it will be possible to evaluate whether OTM-R has brought the expected changes.</p>
Status 2023 January	23. Do we have a system in place to assess whether OTM-R delivers on its objectives?		x	-/+ Yes partially	<p>We have decided to incorporate the OTM-R Policy and its principles directly into our in Selection Procedure rules at BUT, BUT Code of Conduct, <i>the upcoming Methodical Directive on Admission Procedure at BUT</i> and other internal regulations.</p> <p>In 10-11/2022 the BUT conducted a satisfaction survey of all employee groups in priority areas (work environment, professional development, mobility, social safety, education etc.). Based on the outputs, measures was proposed in line with national policies, project calls, security situation etc.</p> <p>The evaluation of the changes introduced by the revised Selection Procedure rules at BUT and other related regulations is planned for 2025, also with a view of familiarizing as many employees (academic staff, research staff (R1-R4), technical/office staff, blue-collar staff) as possible with the individual processes.</p> <p>Assessment of compliance with the principles of the OTM-R Policy will be ongoing.</p> <p>The Department of Audit and Control can carry out an audit of compliance with internal legislation and processes anywhere within the BUT.</p> <p>The objective is to train selected groups of employees in internal legislation in the field of labour law, but also in mobility and business travel (examples of groups: personnel departments, chief financial officers managerial employees, heads of scientific groups, heads of institutes). The institutes employ both academic and research staff, as well as supporting technical/office staff and blue-collar staff.</p>