

OTM-R Checklist

Case number: 2018CZ350893

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Date endorsement charter and code: 05/11/2018

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, also detail on the indicators and the form of measurement used.

- 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 than 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 own measurements of the effectiveness of its OTM-R policy which should be further reviewed and adapted.

	Open	Transparent	Meritbased	Answer:	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	-- No	Note on current state: No, OTM-R policy has not been created yet. Form of OTM-R in future: • We will prepare the policy respecting all requirements for recruitment of researches in the European Charter for Researchers and a Code of Conduct for the Recruitment of Researchers (hereinafter “Charter and Code”). • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?

x

x

x

-- No

Note on current state: Due to the fact that NIMH originated by transformation from the Prague Psychiatric Centre on 1st January 2015 (the number of employees has increased from 148 in 2013 to 500 in 2018), NIMH has described and published the policy for the recruitment process from 2013 (by the Prague Psychiatric Centre - PPC). The policy was compatible and sufficient for a small institution like PPC, but these rules are not applicable to a current organization in the size of NIMH. Form of measurement of OTM-R in future:

- We are working on new guidelines that will respect all steps for the recruitment of researches in the Charter and Code.
- This policy will be communicated internally through the "NIMH Letter" (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	Note on current state: No training is currently provided for involved stakeholders in the NIMH. Form of measurement of OTM-R in future: • The NIMH HR Department will prepare training documents for the recruitment process for the staff involved in the recruitment (e.g. Line Managers). Such documentation will be shared and discussed with relevant recruitment staff. All staff involved in the recruitment (staff, Line Managers) will confirm this training/introduction by their signature (e.g. signing the attendance list). • Furthermore, the documents will be communicated internally through the “NIMH Letter” (official newsletter) and intranet. • The NIMH HR Department will also provide support to the recruiting staff (e.g. Line Managers) and will inform all recruiting staff about the OTM-R process in detail.
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Note on current state: • We publish all open posts on our website (www.nudz.cz), mostly in Czech and sometimes in English, considering the nature of the post. •

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Furthermore, we advertise the posts on the most widespread web-based tool in the Czech Republic – www.jobs.cz. The job offers for nurses, doctors and other healthcare professionals we advertise on The Czech Association of Nurses and The Czech Medical Chamber. • Some research positions are published on the website for research professionals (www.researchjobs.cz). Managers' research posts are published on FENS (Federation of European Neuroscience Societies) as well. Form of measurement of OTM-R in future: • We will publish all open posts on our website www.nudz.cz in both languages (Czech and English). • We will post all “researchers” job advertisements on EURAXESS. • We will implement and use recruitment software (software application that will assist with the electronic handling of the recruitment needs of NIMH).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	Note on current state: No OTM-R quality control system has been in place; thus, not assessed by an internal audit. Form of measurement of OTM-R in future: • The OTM-R policy will include a mechanism of the quality control system (feedback from interviewed job applicant, feedback from Line Managers involved in the recruitment process, supervision by HR Manager (Head of HR Department)) • The quality control system will be regularly evaluated by an internal audit.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-- No	Note on current state: Currently, the posts are offered along with information on the surveys carried out by NIMH, with an emphasis on the attractiveness of research. We also emphasise other attractive features that can be offered, namely: highly experienced scientists, leaders in the field of research in Neuroscience, top research equipment, and modern premises that offer other options. We also point out to the applicants the unlimited boundaries of broad Neuroscience research; i.e. the

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

organisation is open-minded. Form of measurement of OTM-R in future: • We will formalise the current status in an official document published on our website. • Every job advertisement will include a link to our website (document) containing more information about the organisation as such, the working environment, further benefits for employees and information about specific departments of NIMH. • Consequently, every job advertisement will include a link to our website containing the OTM-R policy. • All information presented to the applicants will be provided in both languages (Czech and English).

Is our current OTM-R policy in line with policies to attract researchers from abroad?

x

x

x

+/- Yes substantially

Note on current state: Yes, as mentioned above (in point 6), the posts are currently offered, along with information on the surveys carried out by NIMH, with an emphasis on highly experienced scientists, leaders in the field of research in Neuroscience, top research equipment, and modern premises that offer other options. Moreover, thanks to the NIMH Office for International Affairs, we are currently establishing many research

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

collaborations, which present an added value for foreign applicants. At the same time, we would like to better promote transparency, freedom of research and the possibility of creating new research intentions. Form of measurement of OTM-R in future:

- All the benefits that can be offered by the organisation will be transparently described on our website.
- We will formalise the current status in an official document published on our website.
- Every job advertisement will include a link to our website (document), containing more information about the organisation as such, the working environment, further benefits for employees and information about specific departments of NIMH.
- Consequently, every job advertisement will include a link to our website containing the OTM-R policy.
- All information presented to the applicants will be provided in both languages (Czech and English).

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	Note on current state: NIMH follows Czech Law that prohibits any discrimination of underrepresented groups. NIMH does not keep any statistics of applicants by their gender, ethnicity, age or nationality. Form of measurement of OTM-R in future: • The OTM-R policy will be in line with national rules for dealing with underrepresented groups.

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?

x

x

x

-- No

Note on current state: Yes, informally the recruitment process from this point of view is in line with policies to provide attractive working conditions for researchers; however, these activities are not documented. Form of measurement of OTM-R in future • We will formalise the current status in an official document of the new OTM-R policy, which will be in line with the area of attractive working conditions for researchers. • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English). We will communicate this policy internally through the NUDZ Letter, and intranet.

Do we have means to monitor whether the most suitable researchers apply?

-/+ Yes partially

Yes, NIMH informally monitors the recruitment process from this point of view. However, these activities are not documented. The NIMH HR Department monitors the number of applicants, the quality of applicants in the context of an open position, and the suitability of the

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

selected candidate according to established criteria. The HR Department also discusses the possibilities of any change of the recruitment strategy with Recruitment Managers, focusing on the increase of the number of suitable candidates for a post. Form of measurement of OTM-R in future: • Defined requirements for the candidate will reflect the needs of the position (professional knowledge and skills, general skills and soft skills). The candidate will be chosen with regard to these criteria. The suitability of the selected candidate will be monitored during the adaptation process according to these requirements. • We will formalise the current status in the OTM-R policy. • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English). We will communicate this policy internally through the NUDZ Letter, and intranet.

Advertising and application phase

	Open	Transparent	Meritbased	+/- Yes substantially Answer:
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		

Suggested indicators (or form of measurement)

Note on current state: Currently, there is a standardised template for the advertising of posts. The template generally includes:

- Details about the organisation
- Location
- Type of contract (hours per week)
- Job status
- Job description
- Requirements for the applicant - knowledge and professional experience, desirable competencies
- Documents to be provided by the applicant
- Conditions offered by the organisation
- Offer of starting date
- Application deadline
- Contact person

In the case of job advertisements for research positions, a short description of the particular research field is further included.

Form of measurement of OTM-R in future: We will update the standardised template for the advertising of posts, so that it follows the "EURAXESS structure". The following will be included:

- Benefits
- Link to NIMH website for further details
- Link to NIMH website, including OTM-R policy
- Link to NIMH website, including a specific description of the particular research department
- Requested researcher career

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-- No	<p>profiles (R1-R4) • Link to the institution's equal opportunities policy</p> <hr/> <p>Note on current state: In the advertisements, we provide the required information except for: • Link to NIMH website for further details • Link to NIMH website including OTM-R policy • Link to NIMH website, including a specific description of the particular research department • Requested researcher career profiles (R1-R4) • Link to the institution's equal opportunities policy</p> <p>Form of measurement of OTM-R in future: • We will update our standardised template for the advertising of posts, so that it follows the “EURAXESS structure” and will be in line with the principles of "Recruitment" and "Transparency" of the Code of Conduct for the Recruitment of Researchers</p>

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	Note on current state: No, EURAXESS advertising is not currently used by NIMH. Form of measurement of OTM-R in future: <ul style="list-style-type: none"> • We will post all “researchers” job advertisements on EURAXESS https://euraxess.ec.europa.eu/jobs/search (including all the “benefits” which are described above the “duties”).
Do we make use of other job advertising tools?	x	x		+/- Yes substantially	Note on current state: Yes, apart from the our website, NIMH advertises the posts on the most widespread web-based tool in the Czech Republic – www.jobs.cz , on the website for research professionals (www.researchjobs.cz), and managers’ research posts are published on FENS (Federation of European Neuroscience Societies) as well. We always select the additional job advertising tools, considering the type and specifics of the post. Form of measurement of OTM-R in future: <ul style="list-style-type: none"> • We will post all “researchers” job advertisements on EURAXESS. • We will use other job advertising tools, such as recruitment support, but selectively to support the recruitment of specific posts.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we keep the administrative burden to a minimum for the candidate?		x		++ Yes completely	Note on current state: Yes - used, where possible Form of measurement of OTM-R in future: • We will continue with a simplification of the administrative burden for applicants, respecting national Law (there are legal constraints to fully implementing this practice - Labour Code, Government Regulations).
Selection and evaluation phase					

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear rules governing the appointment of selection committees?

x

x

-- No

Note on current state: As mentioned above, NIMH published the policy for the recruitment process in 2013 (by the Prague Psychiatric Centre- PPC) in which the rules were compatible and sufficient for only a small institution like PPC. For a current organisation the size of NIMH, the policy is totally unsuitable and inadequate. Form of measurement of OTM-R in future: • We will prepare the OTR-M policy which will respect all steps for the recruitment of researchers in the Charter and Code. • Furthermore, the OTM-R policy will include rules for the appointment / establishment of the Selection Committees focusing on the transparency of setting up the Selection Committee. • The policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have clear rules concerning the composition of selection committees?

x

x

-- No

Note on current state: As mentioned above, NIMH published the policy for the recruitment process in 2013 (by the Prague Psychiatric Centre - PPC), in which the rules were compatible and sufficient for only a small institution like PPC. For a current organisation the size of NIMH, the policy is totally unsuitable and inadequate. Form of measurement of OTM-R in future:

- We will prepare OTR-M policy which will respect all steps for the recruitment of researchers in the Charter and Code.
- Furthermore, the OTM-R policy will include rules for the appointment / establishment of the Selection Committees, focusing on the transparency of setting up the Selection Committee.
- The policy will be communicated internally via the "NIMH Letter" (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Are the committees sufficiently gender-balanced?

x

x

-/+ Yes partially

Note on current state: NIMH has no formal policy for gender balance in the appointment / establishment of the Selection Committee. Usually we have naturally gender-balanced committees, but there are some exceptions, especially in specific disciplines where the gender-balanced composition of the committees is not possible (especially in the cases of expertise of some specific research intentions/areas). Form of measurement of OTM-R in future: • New rules for the selection procedure will include rules for the appointment / establishment of the Selection Committee in accordance with a gender-balanced focus. • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

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 -- No

Note on current state: No guidelines for selection committees which assist in judging 'merit' are currently in place. Form of measurement of OTM-R in future: • New rules of the selection procedure will include clear guidelines for selection committees, which will assist in the selection of the most suitable applicant. In particular, standardised instruments in the form of evaluation criteria will be created – rating based on points, percentage or other tools (in some special cases - exceptional posts where extraordinary expertise is requested). • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Appointment phase

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we inform all applicants at the end of the selection process?

x

+/- Yes substantially

Note on current state: Yes, the NIMH HR Department informally informs all applicants who have participated in a personal interview via e-mail or e-recruitment web tool (Jobs.cz - the most widespread web-based tool in the Czech Republic)). Form of measurement of OTM-R in future: • New rules for the selection procedure will formally standardise this step in the recruitment process. • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English).

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we provide adequate feedback to interviewees?

x

+/- Yes substantially

Note on current state: Yes, (as mentioned above) NIMH informally contacts all interviewed candidates and, if they request feedback, they are always informed accordingly by the HR Department. Form of measurement of OTM-R in future: • New rules for the selection procedure will formally standardise this step in the recruitment process. The HR Department will continue providing brief feedback to all applicants after the end of the process (whether they have been successful or not). • Furthermore, they will prepare more detailed feedback for applicants who request it. (The reason why we do not wish to provide all applicants with an assessment of performance at the interview: not everyone is ready to know his or her performance ratings.)

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have an appropriate complaints mechanism in place?

x

+/- Yes substantially

Note on current state: According to national Law, applicants may complain about the selection process. NIMH informally have an appropriate complaints mechanism from this point of view. However, these activities are not documented. We review the received complaint and deliver our response via e-mail / by letter. Form of measurement of OTM-R in future: • New rules for the selection procedure will describe/include a complaints mechanism and will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English). • We will implement a complaints recording process and will set out the statistics of complaints lodged per year with the details of the reasons for complaints. • Each candidate will be instructed of the right to complain about the selection procedure.

Overall assessment

Open Transparent Meritbased Answer:

Suggested indicators (or form of measurement)

Do we have a system in place to assess whether OTM-R delivers on its objectives?

-- No

Note on current state: The system for the ongoing evaluation of whether OTM-R fulfils its objectives does not exist for the time being. Form of measurement of OTM-R in future: • The new recruitment policy will include a system of measurement of selected indicators for the evaluation of OTM-R efficiency. • This policy will be communicated internally via the “NIMH Letter” (official newsletter) and intranet, and subsequently published on our website www.nudz.cz in both languages (Czech and English). • We will also prepare statistics for the measurement of OTM-R efficiency with defined indicators (annually).