

General principles of Open Transparent and Merit based - Recruitment of Researchers (OTM-R) in NIMH

NIMH supports the OTM-R principles and therefore establishes these following general principles. During the recruitment process, NIMH will

- a) provide clear and transparent information on the whole selection process, including selection criteria and an indicative timetable;
- b) post a clear and concise job advertisement with links to detailed information on, for example, 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 working conditions, entitlements, training opportunities, career development, gender equality policies, etc.;
- c) make full use of EURAXESS to ensure our research vacancies reach a wider audience;
- d) ensure that the levels of qualifications and competencies required are in line with the needs of the position and not set as a barrier to entry, e.g., too restrictive and/or requiring unnecessary qualifications;
- e) consider the inclusion of explicit pro-active elements for underrepresented groups;
- f) have clear rules concerning the composition and governing the appointment of selection committees; committees will be sufficiently gender-balanced;
- g) have clear guidelines for selection committees which help to judge 'merit' in a way that leads to the best candidate being selected;
- h) keep the administrative burden for the candidate (proof of qualifications, translations, number of copies required, etc.) to a minimum;
- i) review, where appropriate, the institutional policy on languages;
- j) create the systematic guide in the toolkit provides more detailed information on the above elements;
- k) train every persons involved in the process sufficiently in the area of OTM-R;
- l) inform all applicants at the end of the selection process;
- m) provide adequate feedback to interviewees;
- n) have an appropriate complaints mechanism in place;
- o) have a system in place to assess whether OTM-R delivers on its objectives;

Details of specific steps, which are needed for fulfilling a general policy, will be described in a proposed and declared set of internal documents as part of OTM-R Policy implementation.

A handwritten signature in blue ink, appearing to read 'Cyril Höschl'.

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