

OTM-R Policy of VSB-TUO

The OTM-R policy (Open, Transparent, Merit-based Recruitment) is a set of principles and recommendations issued by the European Commission for the recruitment of scientific and academic staff. It emphasizes openness, transparency, and merit-based evaluation. This policy forms a key part of the Human Resources Strategy for Researchers (HRS4R), which aims to create an attractive, supportive, and professional working environment for researchers.

VSB-TUO adheres to the core principles of the OTM-R policy when selecting and recruiting new employees.

Core Principles of the OTM-R

- **Openness** – positions are publicly available and accessible to the widest possible range of candidates.
- **Transparency** – rules and procedures are clearly defined in advance.
- **Merit-based evaluation** – Assessment is based on professional competencies, achievements, potential, and experience, without discrimination.

Implementing and regularly reviewing the OTM-R policy helps the institution to become more competitive, transparent and attractive to both national and international talent.

Recruitment process at VSB-TUO is conducted in accordance with the [Selection Procedure Rules for Filling the Positions of Academic Staff and Designated Other University Staff at VSB – Technical University of Ostrava](#).

1. Objectives and Scope of the OTM-R policy

- This policy applies to all scientific and academic positions, including PhD students and postdoctoral researchers, within both national and international selection procedures.
- The OTM-R policy is aligned with the Strategic Plan of VSB-TUO and the HRS4R Action Plan.

2. Advertising and Accessibility of Positions

- Vacant positions are advertised on the university website and, depending on their nature, also on the EURAXESS portal and other appropriate national and international platforms.
- Advertisements are published in Czech and, where relevant, also in English.
- Each job advertisement includes:
 - Name and location of VSB-TUO or its relevant unit
 - Job title and description (position, field, workload, alternatively salary conditions)

- Brief description of duties
- Requirements imposed on candidates (such as qualifications, education level and type, academic titles, habilitation, professorship, nature and length of experience, etc.)
- Expected start date
- Deadline and method for submitting applications
- Required documents (in particular Curriculum vitae, proof of education and academic titles, evidence of relevant experience, list of scientific or professional publications, overview of completed research or professional internships - national and international, or other documents demonstrating scientific or professional qualifications)
- Employee benefits
- Contact person for inquiries

3. Transparency of the Process

- The application process is user-friendly and administratively simple.
- Applicants are continuously informed about:
 - Confirmation of application receipt
 - Selection stages
 - Final decision

4. Evaluation and Selection of Candidates

- The selection committee is:
 - Composed of at least five members, or three members (depending on the nature of the position being filled in accordance with the Selection Procedure Rules), diverse in composition where possible (e.g. gender, field, external member)
 - Trained in OTM-R principles, equality, and non-discrimination
- Evaluation is based on a combination of the following:
 - Professional qualifications
 - Research performance (quantitative and qualitative)

- Mobility (geographical and interdisciplinary)
- Knowledge transfer to practice
- Cooperation and leadership skills (for relevant positions)
- Other competencies required for the position
- Feedback
 - All applicants receive feedback after the conclusion of the selection process.

5. Equal Opportunities and Diversity

- Job advertisements and procedures are formulated in a gender-neutral manner.
- All candidates (internal and external) are treated equally.
- Emphasis is placed on transparent application of GDPR principles.

6. Onboarding and Adaptation

After selection:

- The chosen candidate receives a clearly formulated offer of employment relationship, along with requirements for submitting relevant documents.
- Each new employee is familiarised with basic processes and practical information, and undergoes training in accordance with applicable legislation. New employees undergo an adaptation process according to a prepared adaptation plan, the fulfillment of which is evaluated before the end of the probationary period.

7. Monitoring and Review

- Compliance with OTM-R principles is regularly evaluated.
- The policy will be reviewed at least every three years.