HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2026CZ382675

Name Organisation under review

Prague University of Economics and Business

Organisation’s contact details

nám. Winstona Churchilla 1938/4, Prague 3, 130 67, Czech Republic

Date endorsement charter and code

16/01/2026

OTM-R checklist

A specific self-assessment checklist is provided for OTM-R. Please report on the status of achievement, and also detail on the indicators and the form of measurement used.

- The 'Open', 'Transparent' and 'Merit-based' checkboxes are indicative of the types of policies and practices the questions refer to, as detailed in the European Charter for Researchers. They are preset in the HR Excellence in Research e-tool and cannot be changed. Institutions do not need to act in this 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 small 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 over the row dedicated to each question, a small text box will pop up, indicating options of potential indicators to use. However, each institution needs to define its own means of measuring the effectiveness of its OTM-R policy, which should be further reviewed and adapted as necessary.

	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	The OTM-R policy has not yet been developed or published. Indicator: OTM-R policy published on the VŠE website in 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	There is no unified internal methodological document clearly defining the rules, procedures, and responsibilities for recruitment and selection. Current practices vary across faculties and organizational units. Indicator: Develop and publish a unified internal OTM-R regulation, binding for relevant selection procedures at VŠE, in Czech and English.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-- No	According to the faculties, selection committee members are primarily appointed on the basis of their expertise and experience in the relevant discipline, their membership of a university governing body, or their managerial responsibilities. No specific training on OTM-R principles has taken place. Indicator: Introduce systematic training for selection committee members focusing on OTM-R principles, awareness of bias, and assessment techniques.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		-/+ Yes partially	Vacancies are advertised on the websites of VŠE and its faculties. Some faculties also use external job portals or professional platforms. An application is available for collecting applications, ongoing assessment and internal communication, communication with applicants, arranging in-person interviews, notifying applicants, and providing feedback. However, its full range of functions has not yet been used. It has also not supported integration of applications submitted through EURAXESS. The use of e-recruitment tools is not systematic across VŠE, and international e-recruitment remains limited. Indicator: Use e-recruitment tools and the EURAXESS platform for at least 90% of academic and research vacancies.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	No system is in place to monitor recruitment quality and assess recruitment effectiveness. Indicator: Introduce regular evaluation of OTM-R processes, including defined quality indicators.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	Selection procedures are publicly announced and open to both internal and external applicants. Professional networks and academic contacts are also used in practice. Identified risk: Relying on professional networks and academic contacts to approach candidates may result in these channels replacing, rather than merely complementing, formal selection procedures. Indicator: Introduce a standard structure for vacancy advertisements that aligns with OTM-R principles and includes clearly defined requirements and expectations.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	International candidates may apply for advertised positions. However, most vacancy announcements are published in Czech, and international recruitment portals are used only to a limited extent. The VŠE website has an English-language version, but English-language information is not consistently available on faculty websites or external platforms. Consequently, information for international applicants varies in clarity and accessibility between channels. Indicator: Use EURAXESS for relevant vacancies.

	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	-- No	VŠE does not systematically monitor the representation of different applicant groups or actively evaluate this area. Systematic measures to support diversity and inclusion in recruitment processes, and to assess their effectiveness, are lacking. Indicators: - Add an explicit commitment to diversity and inclusion to the OTM-R policy. - Use inclusive and gender-neutral language in vacancy advertisements. - Take account of different career paths, mobility and career breaks when assessing candidates. - Monitor internationalization and the gender representation of applicants to the extent permitted by available aggregated data. - Assess the effectiveness of recruitment channels.

	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	-/+ Yes partially	VŠE offers equal employment conditions, flexible working arrangements, and opportunities for professional development. There is room for improvement in systematic career development support and support for international staff, particularly in English communication. Indicator: Ensure that all key information and documents for international applicants are available in Czech and English. At least 90% of relevant vacancy advertisements will include all elements of the OTM-R toolkit, and 100% of key OTM-R documents for applicants will be available in both languages.
Do we have means to monitor whether the most suitable researchers apply?				-- No	VŠE does not systematically collect or analyze data on applicants or recruitment outcomes. Indicator: Establish a system to monitor the number and proportion of qualified applicants, candidate sources, and the effectiveness of individual advertising channels, and evaluate the results regularly.
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		-/+ Yes partially	Vacancy advertisements are based on the requirements of the VŠE Recruitment and Selection Regulations. A standard institution-wide vacancy advertisement template has not been developed. Indicator: Develop templates and use them for 90% of relevant vacancies.

	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	Vacancy advertisements do not include all the elements recommended by the OTM-R toolkit, in particular: - a structured description of the selection process; - clearly defined candidate assessment criteria; - more detailed information on working conditions; - references to the OTM-R policy or HR Excellence in Research; - information on equal opportunities. Indicator: Develop templates for vacancy advertisements and candidate assessment; at least 90% of relevant advertisements will include all elements of the OTM-R toolkit.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	The EURAXESS portal is used only exceptionally at the Faculty of International Relations (FMV) or for certain projects, for example, at the Faculty of Business Administration (FPH). Indicator: Use EURAXESS for at least 90% of relevant vacancies and advertise academic positions (academic staff, associate professors and professors), research positions (R1–R4), postdoctoral positions and project-based research positions on the platform.
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	Job portals and professional networks are also used: jobs.cz, prace.cz, ResearchGate, INOMICS, univerzitas.cz and vedavyzkum.cz. Indicator: Define an appropriate mix of recruitment channels for each position type and regularly evaluate their effectiveness.

	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	Candidates are required to submit only basic documents (CV, proof of qualifications, and, where applicable, a cover letter).
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	+/- Yes substantially	Rules for appointing selection committees are partly set out in the VŠE Recruitment and Selection Regulations; however, they do not fully reflect the requirements of the Charter and Code for Researchers. Indicator: Revise the VŠE Recruitment and Selection Regulations and incorporate rules for appointing committees into unified internal recruitment and selection guidelines; publish them on the VŠE and faculty websites. Rules for appointing committees will be revised directly in the VŠE Recruitment and Selection Regulations or, if more appropriate from a legislative and drafting perspective, in implementing provisions.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	Committee composition is governed by the VŠE Recruitment and Selection Regulations. However, these do not specify requirements for gender balance, the participation of external or international experts for all relevant types of positions, or the expertise and competencies of committee members. Indicator: As part of revising the Recruitment and Selection Regulations / internal guidelines, establish clear criteria for committee composition (gender balance, external membership and competency requirements). Relevant types of positions will be explicitly listed in the revised Recruitment and Selection Regulations to avoid ambiguity in interpretation.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Gender balance is considered but not systematically monitored. The faculty dean appoints selection committees, which typically include representatives of faculty management, the head of the relevant department or unit, and other experts in the field. Indicator: Take gender balance into account when appointing selection committees. The target proportion of women on selection committees is at least 30%, unless objective circumstances related to the discipline or the availability of suitable committee members prevent this.

	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	No unified methodology for candidate assessment is in place. Indicator: Introduce a standard methodology and assessment criteria for candidates, including rules for recognizing career breaks (e.g., parental leave) and mobility experience when assessing CVs.
Appointment phase					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	All applicants are informed of the outcome of the selection procedure (by telephone, email, or formal letter).
Do we provide adequate feedback to interviewees?		x		+/- Yes substantially	Feedback is provided on an individual basis, but the procedure is not formally documented at the VŠE or faculty level. Indicator: Develop templates and training, and provide feedback to all candidates.
Do we have an appropriate complaints mechanism in place?		x		-- No	VŠE has general mechanisms for submitting and handling complaints. However, there is no specific, consistently documented, and bilingually communicated mechanism for applicants to file complaints regarding selection procedures. Indicator: Publish a mechanism for submitting and handling applicant complaints in Czech and English.
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	There is no systematic evaluation of recruitment processes or data collection on selection procedures. Indicator: Introduce recruitment evaluation and monitor progress towards objectives. Before implementing the evaluation system, the objectives of an effective selection procedure (speed, transparency, openness, and successful retention of recruited candidates) must first be explicitly defined, so that evaluation measures not only quantitative outputs but also the achievement of substantive expectations.