

### Important message to institutions:

**Site Visits:** All HRS4R in-house audits planned for 2021 and the foreseeable future in 2022 will be conducted remotely with the consent of the host institution. Should your institution be at renewal stage, once you submit your self-assessment online via the e-tool, the EC will be in contact with you to set a date for the remote visit together with a panel of independent experts. Should the institution prefer a classic on-site visit, the audit will be postponed. Meanwhile, institutions involved in the process can continue using the HR Excellence in research award.

### OTM-R Checklist

**Case number:** 2021SK601067

**Name Organisation under review:** University of Economics in Bratislava

**Organisation's contact details:** Dolnozemska cesta 1, Bratislava, 852 35

**Submission date:** 03/03/2022

**Date endorsement charter and code:** 03/02/2021

### 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)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-/+ Yes partially	- EUBA is missing comprehensive OTM-R policy - parts of OTM-R policy in Slovak and in English can be found here: <a href="https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2016/zasady_vk_2016.pdf">https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2016/zasady_vk_2016.pdf</a> , <a href="https://euba.sk/www_write/files/EN/docs/2021/prof-criteria_en.pdf">https://euba.sk/www_write/files/EN/docs/2021/prof-criteria_en.pdf</a>
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	+/- Yes substantially	R1 researchers are considered students (not employees) and selected following the EUBA Common principles for admission procedures applied separately and available at: <a href="https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2021/spolocne_zasady_prijimacieho_konania_na_3.stupen_studia_na_ekonomickej_univerzite_v_bratislave_na_akademicky_rok_2020_2021">https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2021/spolocne_zasady_prijimacieho_konania_na_3.stupen_studia_na_ekonomickej_univerzite_v_bratislave_na_akademicky_rok_2020_2021</a> - R2 through R4 researchers, lecturers and unit heads are selected following national legislation and principles of the selection procedure for positions updated in 2016 and available at: <a href="https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2016/zasady_vk_2016.pdf">https://euba.sk/www_write/files/SK/docs/vnutorne-predpis/2016/zasady_vk_2016.pdf</a> - in addition R4 researchers are selected based on regular assessment (ID No. 1/2016 or 7/2016) and promotion criteria available at: <a href="https://euba.sk/www_write/files/EN/docs/2014/internal_directive_no_4-2014_habilitation-inauguration-criteria_en.pdf">https://euba.sk/www_write/files/EN/docs/2014/internal_directive_no_4-2014_habilitation-inauguration-criteria_en.pdf</a>
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	- Trainings for the OTM-R was carried out as part of the preparation of HR Award application (trainings for MC members and WG members), selection committees are briefed only informally before the interview by HR department on the selection procedure.
Do we make (sufficient) use of e-recruitment tools?	x	x		-- No	-Such a tool does not currently exist, but it would be certainly beneficial in the future to have an online electronic tool for the whole application process (possibility to send all the documents online and to allow us to communicate with the applicant online). It would also be necessary to update University principles on the possibility of conducting a job interview via online platform, given the experience with lockdown and in order to encourage applicants from abroad to participate in the process as well. - Open job positions are on the university website. The university does not use active search for candidates. Selected positions are advertised through job portals in Slovak.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	- There is currently no such control system. In the past, there was a Control Department, which was entrusted with the HR quality assurance of the faculty (checking whether the applicants files contain all the necessary documents, whether they have correctly counted experience, etc.)
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	-/+ Yes partially	- University recruitment policy does support faculties or departments to make individual efforts to hire external candidates, not just from Slovakia, but also from abroad. The promotion criteria, for example, have been revised in December 2021 in order to remove some provisions that hindered external applicants (a requirement to publish a textbook in Slovak outlet in order to file a position of an associate professor or a professor). - Every faculty has an average 3 to 5 external applicants per year.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-- No	- The organizational and technical obstacles for recruiting researchers from abroad include: job offers in Slovak language only and in local media, poor language skills of the administration staff, low uncompetitive salaries of employees in academia (below average wage in private sector or public sector), non-harmonised systems of pension and health systems across EU and the lack of a comprehensive university OTM-R policy.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	++ Yes completely	- gender balanced staff: men do not dominate among the applicants, mainly due to poor salaries. - Selection principles do not discriminate against underrepresented groups.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	-/+ Yes partially	- missing Salary Code - exogenous factors such as law-based table-based salaries that are uncompetitive even in Slovakia lead to low demand for academic positions. - University attempts to boost its competitiveness on job market with in-kind benefits such as university kindergarten, flexible working hours, international experience.
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	- The Selection Committee assesses the applicant's publications, project activities, teaching skills, foreign mobilities and other criteria in accordance with the ID No. 4/2014, as well as personal development plans. The performance is matched against the job description and expectations for the development (foremost in study programs, research activities).
<b>Advertising and application phase</b>					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	- EUBA has templates for each position R+ through R4, unit heads, etc. - no templates in English
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		-/+ Yes partially	- The job advertisements do not contain opportunities for further career or professional development, nor reference to the institutional OTM-R reference to the institutional equal opportunities policy.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		-- No	- In accordance with the Selection Principles all job offers must be posted on the official website of the Ministry of Education, Science, Research and Sports of the Slovak Republic, on the official EUBA bulletin board (EUBA website), or on the official bulletin board of the EUBA Faculty (faculty website) or EURAXESS postings of job vacancies
Do we make use of other job advertising tools?	x	x		-/+ Yes partially	- Occasionally, we use inomics portal, profesia.sk portal or other web portals according to faculty individual choosing.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	- EUBA candidates need to submit a CV, proof of education, list of publications and research activities, overview of previous experience, affidavit of employment at other universities, application for inclusion in the selection process and consent to the processing of personal data (motivation letter (some faculties), research plan for the next 5 years (some faculties)).
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		x	x	++ Yes completely	- The appointment of the members of the selection board/committee is made in accordance with the Principles of the Selection Procedure and the relevant legislation.
Do we have clear rules concerning the composition of selection committees?		x	x	+/- Yes substantially	- The composition of the Selection Committees is governed again by the Principles of the Selection Procedure (the number of members is 5 members, the dean of the faculty cannot be a member, one member from the trade unions, etc.). However, it is not officially specified who should be a member of the Selection Committee in terms of professional experience, qualifications, etc., nor how a member of the Selection Committee should be trained. - Members of selection committees are selected following their capacity to evaluate the candidates, e.g. assistant professor or lecturer.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	- No special attention has ever been given gender balance given the exodus of men from academia due to uncompetitive salaries.
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	+/- Yes substantially	- Selection Committee assess a candidate's merits in order with the principles and criteria on publications, qualification, research activities, international mobility, professional outreach, etc. In case of more eligible candidates (very rare), selection committee is not guided further and evaluates performance of candidates at the interview.
<b>Appointment phase</b>					
Do we inform all applicants at the end of the selection process?		x		++ Yes completely	- Decision letter is sent to all candidates.
Do we provide adequate feedback to interviewees?		x		-/+ Yes partially	- No feedback is provided in the decision letter, yet the applicant is welcome to ask for feedback.
Do we have an appropriate complaints mechanism in place?		x		+/- Yes substantially	- Applicants may file a complaint if they suspect that the recruitment process has not been conducted fairly or something has been neglected.
<b>Overall assessment</b>					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	- We do not currently have a system in place to assess whether the recruitment process meets the set criteria.

#### JOBS & FUNDING

Find Jobs  
Post Jobs  
Find Funding  
Find Hosting  
Charter & Code for Researchers  
Human Resources Strategy for Researchers (HRS4R)

#### CAREER DEVELOPMENT

For Researchers  
For Organisations  
**PARTNERING**  
Find Members  
Find Organisations

#### INFORMATION & ASSISTANCE

Living in Europe  
Working in Europe  
Leaving Europe  
Find Personalised Assistance  
Pensions  
Visa and Entry Conditions

#### EURAXESS WORLDWIDE

Africa  
ASEAN  
Australia & New Zealand  
China  
India  
Japan  
Korea  
Latin America & Caribbean States  
North America

#### MY EURAXESS

Need Help?  
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