

HR Excellence in Research

OTM-R Checklist

OTM-R Checklist

Case number

2026CZ353993

Name Organisation under review

Nuclear Physics Institute of the Czech Academy of Sciences

Organisation's contact details

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Date endorsement charter and code

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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	Current State • NPI has currently no OTM-R policy in place. Indicators • The newly formulated OTM-R policy is approved and published in Czech and in English on NPI website (URL link).

	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	+/- Yes substantially	Current State • The Institute is governed by national legislation -particularly Labor Code https://www.zakonyprolidi.cz/translation/cs/2006-262?langid=1033 and the guidelines of the Czech Academy of Science https://www.avcr.cz/en/about-us/legal-regulations/act-no.-283-1992-coll./ • Basic rules for the selection and recruitment of employees exist at the NPI, however, they are spread in various documents and are not fully in line with OTM-R. Indicators • OTM-R guidelines and rules are approved and published (document, URL) • At least 90% of employees involved in the recruitment and selection process confirm familiarity with the OTM-R guidelines, e.g., via Edunio (statistics)

	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	-/+ Yes partially	Current State • Employees involved in the recruitment and selection procedures are informed about the applicable recruitment rules and selection process prior to each recruitment procedure; • Above information is provided on an ad hoc basis and no structured training or certification in OTM-R principles is currently in place. Indicators • An OTM-R workshop will be led for those involved in the recruitment and selection process (presentation) • An OTM-R training module is developed and integrated into the Edunio online training platform (training module) • At least 80% of employees involved in the recruitment and selection process confirm familiarity with OTM-R guidelines by participating at OTM-R workshops or via Edunio (list of participants)
Do we make (sufficient) use of e-recruitment tools?	x	x		+/- Yes substantially	Current State • We use digital recruitment tool for all job advertisements posted via www.jobs.cz (Teamio tool enables posting a job and communication with applicants) and via www.researchjobs.cz (it enables posting jobs to various online research recruitment platforms). Indicators • Analysis of electronic recruitment tools used by other research institutes to cover more stages in recruitment process (document containing an overview of used tools and recommendations for NPI).

	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	Current State • At present NPI has no OTM-R quality control system. Indicators • Following the adoption of the new recruitment and selection policy based on OTM-R principles, a related quality control system is introduced (Assessment report including proposal for corrective measures once a year).
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	+/- Yes substantially	Current State • In this area the Institute is governed by national legislation - particularly Labor Code https://www.zakonyprolidi.cz/translation/cs/2006-262?langid=1033 and Anti-discrimination https://www.ochrance.cz/uploads-import/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf ; • The vast majority of vacancies are open to both external and internal candidates, who are assessed under the same conditions and according to the same selection criteria; • Internal promotions are used only in specific cases. However, the conditions and procedures governing internal promotions are not yet formally defined and documented within the recruitment framework. Indicators • Transparent procedures and eligibility criteria for internal promotions are defined and incorporated in the new OTM-R policy as well as the new Career Regulation (document, URL). • The share of external and internal applicants is monitored as part of OTM-R quality control system (statistics)

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	-/+ Yes partially	Current State • In this area The Institute is governed by national legislation - particularly Employment Act https://www.zakonyprolidi.cz/translation/cs/2004-435?langid=1033 and Residence of foreigners in the Czech Republic https://www.zakonyprolidi.cz/translation/cs/1999-326?langid=1033&srcid=1029; as well as Regulation of the European Parliament and of the Council on the Coordination of social security systems https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32004R0883; • NPI publishes job advertisements for all research positions in Czech and English on Researchjobs.cz with further exports; • NPI possesses a range of support activities to increase its attractiveness for international researchers e.g. the option to work at NPI without knowledge of Czech; wide experience in employing researchers from third countries (related processes are employed) etc.; currently we have more than 45 foreign employees and continue hiring them Indicators • NPI develops, publishes and implements the recruitment and selection policy based on OTM-R principles (document, URL). • Establishment of a formal onboarding process covering all incoming international researchers (document, URL). • Share of international applicants is monitored as part of OTM-R quality control system (statistics).

	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 substantially	Current State • The Institute is governed by national legislation, particularly Labor Code https://www.zakonyprolidi.cz/translation/cs/2006-262?langid=1033 , and Anti-discrimination Law https://www.ochrance.cz/uploads-import/DISKRIMINACE/pravni_predpisy/Anti-discrimination-Act.pdf ; • NPI has developed a GEP plan focused on gender policy https://www.ujf.cas.cz/en/about-institute/GEP/ ; • Job advertisements are gender-neutral, and women make up a significant share of applicants in recruitment processes. Indicators • The principles of equal opportunities, diversity and non-discrimination are incorporated into the recruitment and selection policy based on OTM-R principles (document, URL); • The share of female applicants is monitored as part of OTM-R quality control system (statistics).
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	+/- Yes substantially	Current State • NPI offers researchers a range of employment benefits and other attractive working conditions that support their research activities. Benefits include meal allowance, contributions to sports and cultural activities, pension insurance, working from home, flexible working hours, part-time contracts, subsidized language courses, etc. Indicators • A newly established working group conducts an evaluation of benefits and working conditions and prepares a report with recommendations for NPI management.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have means to monitor whether the most suitable researchers apply?				+/- Yes substantially	Current State • Required skills and competencies are specified in all job advertisements; • A selection committee is formed for each recruitment process to assess the quality of the candidates. If no suitable candidate is found, the recruitment process is extended; • For some selection processes, evaluation criteria are pre-defined to assess individual candidates. Indicators • Pre-defined evaluation criteria appropriate to the requirement of the position are used in at least 60% of recruitment processes by Q2/2028 (evaluation forms and recruitment documentation).
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		+/- Yes substantially	Current State • Templates for publishing job vacancies exist, however, they are not in line with the OTM-R principles. Indicators • Job advertisement templates will be revised and updated to be in line with the OTM-R principles

	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		+/- Yes substantially	Current State • NPI includes most of the necessary references/links in job advertisements. Indicators; • A review of the advertisement templates is needed to ensure that all references and links recommended by the OTM-R Toolkit are provided consistently; • NPI reviews and updates job advertisement templates to align with the OTM-R toolkit; • Annual audit checklist is used to verify if advertisements contain all required elements.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		++ Yes completely	Current State • NPI publishes job advertisements for all research positions and selected specialised technical positions in both Czech and English on Researchjobs.cz. English-language advertisements are than automatically exported to Euraxess and other international research job portals through the Researchjobs.cz network.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make use of other job advertising tools?	x	x		++ Yes completely	Current State • NPI publishes job advertisements for all scientific and technical positions in Czech and English on Researchjobs.cz, which further exports advertisements to a range of national and international platforms, including Euraxess, JobRxiv.org (English), Universitas.cz (Czech), Czexpats in Science.cz (English). Administrative and technical positions are advertised through relevant Czech job portals, such as Jobs.cz, Prace.cz. To maximize the visibility of vacancies, all positions are also promoted through internal communication channels, including LinkedIn, Facebook, the NPI careers website and, where applicable and relevant, the Czech Academy of Sciences.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	Current State • Only information defined by law is requested; application documents are submitted electronically
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	-/+ Yes partially	Current State • The selection of candidates is carried out by a committee appointed by the line manager of the newly hired employee; • While selection committees are established for recruitment processes, formal rules governing the appointment of committee members have not been defined yet. Indicators • Rules for the appointment of selection committee members in accordance with the OTM-R principles are defined and incorporated into the recruitment and selection policy based on the OTM-R principles; • Selection committees are appointed in accordance with the established rules.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	Current State • The composition of the selection committee is defined ahead by the line manager of the newly hired employee and approved by the higher manager and/or an HR representative. It usually includes a representative from the HR department, the line manager of the newly hired employee and - if applicable - the head of the relevant department or team or the expert in the relevant field; • The formal rules concerning the composition of selection committees have not yet been defined and implemented. Indicators • Rules for the composition of selection committees are defined and incorporated into the recruitment and selection policy based on the OTM-R principles (approved document); • Selection committee members are appointed in accordance with the established rules.
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	Current State • The composition of committees is currently determined on a case-by-case basis; Women participate in selection committees, although gender balance is influenced by the limited number of female researchers in nuclear physics. Formal rules defining the composition of selection committees including principles for gender balance and representation of relevant expertise, have not been established yet. Indicators • Gender balance principles are incorporated into the recruitment and selection policy based on the OTM-R principles

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	-/+ Yes partially	Current State • Simple and clear criteria for assessing candidate's qualities by the selection committee are currently being tested within the NPI. However, institution-wide guidelines are currently unavailable for definition how selection committees should assess candidates, apply evaluation criteria and document their decisions in a consistent and transparent manner. Indicators • A selection committee manual containing rules, procedures and evaluation criteria for assessing candidates is prepared and implemented
Appointment phase				
Do we inform all applicants at the end of the selection process?	x		++ Yes completely	Current State • Once the selection process has been completed, all candidates are informed of the outcome of their application, whether successful or unsuccessful.
Do we provide adequate feedback to interviewees?	x		+/- Yes substantially	Current State • Feedback to applicants is sometimes formal and non-specific • If a candidate has progressed to the second round and is subsequently not selected, NPI provides them with personalized feedback. Indicators • A transparent and consistent procedure for providing feedback to candidates after the completion of the selection process is incorporated into the recruitment and selection policy based on the OTM-R principles

Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we have an appropriate complaints mechanism in place?	x		-/+ Yes partially	Current State • The resolution of complaints is based on current Czech legislation. However, there is no dedicated and publicly available procedure for submitting and resolving complaints related specifically to the recruitment process. Indicators • Procedure and contact for submitting and resolving complaints related to recruitment and selection processes; including protection of the complainant; are defined and published on NPI website both in Czech and English • Statistics on complaints is part of the OTM-R quality control system
Overall assessment				
Do we have a system in place to assess whether OTM-R delivers on its objectives?			-- No	Current State • Due to the absence of an OTM-R policy, there is currently no system in place at NPI to assess whether and to what extent the OTM-R objectives are being met. Indicators • Key OTM-R Indicators are established and annually monitored and evaluated (statistics)