

	Answer: +/- Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	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)?	+/- Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	The Institute of Experimental Botany (IEB) does not currently have its recruitment and selection procedures formulated in a comprehensive internal document. These procedures are only briefly referenced in Director's Directive No. 2/2020 on Ensuring Equal Opportunities for Women and Men in Employment Relations and in the Gender Equality Plan for 2022–2026. The objective is to develop a new Directive on Recruitment and Selection. The Directive will establish a coherent institutional framework and binding rules for recruitment and selection procedures, based on good practice and the recommendations of the OTM-R toolkit. Information relevant to applicants will be published on the institute's website in a clear, transparent, and user-friendly form to ensure that candidates understand the recruitment process, applicable principles, and available support throughout the recruitment procedure.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	+/- Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	The Institute of Experimental Botany (IEB) does not currently have a valid internal document establishing comprehensive OTM-R procedures (these are only briefly referenced in the Director's Directive and the Gender Equality Plan). At present, IEB follows the applicable legislation of the Czech Republic, in particular Act No. 198/2009 Coll., on Equal Treatment and Legal Means of Protection against Discrimination (the Anti-Discrimination Act) and Act No. 262/2006 Coll., the Labour Code, among others. The objective is to develop an internal document Guidelines for Recruitment Procedures, based on good practice and the recommendations set out in the OTM-R tool, providing practical guidance for hiring managers, HR staff, and selection committees. This document will define procedures for specific types of positions.
Is everyone involved in the process sufficiently trained in the area of OTM-R?	+/- Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At present, an OTM-R policy has not been formally implemented at our institute; therefore, members of selection committees are not systematically trained in the principles of OTM-R.

		The objective is to develop a structured e-learning training programme for all members of selection committees (not only for permanent members, but also for those invited to participate on an ad hoc basis). As part of the INOVATE project, IEB will organise recruitment and selection training for a core group of lab leaders, researchers and HR staff who are regularly involved in selection procedures. The training will be based on OTM-R principles.
Do we make (sufficient) use of e-recruitment tools?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Vacancies are published online (job portals such as Jobs, social media, and the websites of IEB, Czech Society of Experimental Biology and the Czech Academy of Sciences). CVs are received electronically and, when necessary, we support the organisation of on-line interviews, for example via MS Teams. The objective is to start systematically using the EURAXESS online platform to advertise research positions.
Do we have a quality control system for OTM-R in place?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	The Institute of Experimental Botany (IEB) does not currently have a quality control system in place for OTM-R. The objective is to develop and implement an electronic tool to monitor the progress and transparency of recruitment procedures.
Does our current OTM-R policy encourage external candidates to apply?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At present, there is no centralised procedure for reaching out to suitable external candidates. Vacancies are mainly advertised on the websites of the Institute of Experimental Botany and the Czech Academy of Sciences, shared via social media, and published on selected job portals. Research positions are advertised only in English, while other positions are advertised in both Czech and English. Researchers who lecture at universities also inform their students about available job opportunities. The objective is to centralise and systematise the existing use of EURAXESS under a single institutional profile and to consistently use both language versions.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At IEB, there is currently no institutional guideline for advertising vacancies on EURAXESS and other international portals. The objective is to centralise recruitment procedures under the responsibility of the HR Department and to develop a new Directive on Recruitment and Selection. The HR Department will ensure the consistent implementation of the Directive across the Institute and provide methodological support to hiring managers and research laboratories throughout the recruitment process. Another objective is to expand the Institute's website with practical information and guidance for international applicants

		(e.g. housing, healthcare, transport, and cultural and sports opportunities in the area of the workplace).
Is our current OTM-R policy in line with policies to attract underrepresented groups?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	IEB supports equal opportunities for all employees, including underrepresented groups. Existing support measures include in particular the BALANC project, which focuses on supporting parents on maternity and parental leave and internal grant programme GAVI that provides return grants for parents returning from parental leave and contributes to maintaining career continuity (both projects support informal caregivers as well). The institute provides barrier-free facilities, offers flexible working arrangements and extended leave for parents of young children. The objective is to provide recruitment and selection training based on OTM-R principles for a core group of lab leaders and HR staff, develop an e-learning training programme for members of selection committees and to create clear Guidelines for Recruitment Procedures, with an emphasis on non-discriminatory practices (from the initiation of the recruitment process to communicating the outcomes of interviews).
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	IEB offers researchers attractive working conditions. These include, for example, financially subsidised accommodation on the IEB campus for the first three months, support through the Welcome Office, 25 days of annual leave, a contribution to supplementary pension insurance, meal vouchers, and language courses. The core facilities and laboratories are of a very high standard – equipment has recently been modernised, including a state-of-the-art microscope, new greenhouse etc. Shared research infrastructures, a dedicated workspace (for most employees), lockers, and showers are also available. The working environment actively supports community life: employees have access to facilities for rest and dining on every floor, as well as common areas for team-building activities (sports, cultural, and professional events). Communication in the workplace is routinely conducted in English to ensure equal participation of international colleagues. The objective is to formally implement the OTM-R policy through a new Directive on Recruitment and Selection and to ensure that the attractive working conditions and support offered by the Institute are communicated consistently and transparently to prospective researchers throughout the recruitment process.

Do we have means to monitor whether the most suitable researchers apply?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Recently, we started to monitor the number of candidates applying for positions, the number of candidates invited for interviews, and the ranking of successful candidates (records are maintained). With the candidate's consent, we retain the CV of a suitable candidate for two years after the interview so that we can contact them if a similar vacancy arises. Information related to recruitment is handled with strict confidentiality in accordance with GDPR regulations. However, this record-keeping system is not applied uniformly across all departments. The objective is therefore to unify and centralise the monitoring of recruitment data across the entire IEB and to incorporate it into the formally implemented OTM-R policy, enabling systematic evaluation of whether the most suitable candidates are applying for positions.
Advertising and application phase		
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At IEB, there is currently no unified template for advertising vacancies. Each department publishes job advertisements independently and uses the templates available on the respective job portals. IEB does not have formal Recruitment Regulations in place (only Election Regulations are currently available on the intranet). The objective is to develop a new Directive on Recruitment and Selection and institutional Guidelines for Recruitment Procedures. Based on these documents, unified templates and standardised forms, including job advertisement templates in both Czech and English, will be introduced for recruitment and selection procedures across the Institute.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Job advertisements generally include the position title, job description, qualification requirements, information on the employment relationship, working conditions and employee benefits, the expected starting date, and contact details. Candidates are also informed that their application materials will be processed in accordance with GDPR – the General Data Protection Regulation (Regulation (EU) 2016/679 of the European Parliament and of the Council) and the relevant Czech legislation. Advertisements usually include a link to the website of the respective department. However, the content and structure of job advertisements are not yet standardised across the Institute, and not all advertisements consistently include all information recommended by the OTM-R toolkit. The objective is to harmonise vacancy advertisements across all departments through the new Directive on Recruitment and

		Selection and the institutional Guidelines for Recruitment Procedures, supported by standardised job advertisement templates.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Individual departments advertise vacancies on EURAXESS , but the procedure is not unified and there is no central oversight of the structure of the advertisements. The institute currently operates multiple profiles. The objective is to maintain a single official EURAXESS profile for the Institute and to use it systematically for publishing all job vacancies. A new Directive on Recruitment and Selection and institutional Guidelines for Recruitment Procedures will establish a unified approach to advertising vacancies, supported by standardised templates and procedures for publishing positions on EURAXESS.
Do we make use of other job advertising tools?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	For the advertisement of mainly non-academic positions, we use the TEAMIO portal (which brings together job portals such as jobs.cz, prace.cz, and Práce za rohem). For academic positions, we also advertise on the IEB website and social media, as well as on the website of the Czech Academy of Sciences. Depending on the nature of the position, vacancies are also posted on the official notice boards of universities and faculty bulletin boards – in particular, we cooperate with the Czech University of Life Sciences Prague (CZU), Charles University, Masaryk University, University of Chemistry and Technology Prague and Palacký University Olomouc (UPOL). The Institute is currently not running any recruitment procedures; therefore, although the recruitment platforms and websites used for advertising can be identified, no active vacancy announcements are currently available online.
Do we keep the administrative burden to a minimum for the candidate?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Applicants for a position are required to submit only a CV and, if applicable, contact details for referees. Additional materials (such as a motivation letter or letters of recommendation) may be submitted voluntarily. Documents confirming educational qualifications, certificates, etc., are required only from candidates who are subsequently hired. Candidates are given the opportunity to present their skills, abilities, achievements, and the outcomes of their research activities. The objective is to unify recruitment procedures through a the new Directive and Guidelines.
Selection and evaluation phase		
Do we have clear rules governing the appointment of selection committees?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially	The rules governing the appointment of selection committees are not uniformly established. Departments use two documents, "Appointment of the Selection

	-/- No	Committee” and “Minutes of the Selection Committee Meeting”, but these are not formally embedded in internal regulations and individual departments apply them in different ways. The objective is to unify the rules for the appointment of selection committees (the new Directive and Guidelines) so that they are formally established and followed by all employees of IEB.
Do we have clear rules concerning the composition of selection committees?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	The rules concerning the composition of selection committees are not uniformly established. As a matter of good practice, a selection committee usually consists of at least three members. We aim to ensure that members of the selection committee are familiar with the nature of the position being filled and the activities associated with it. Members of the selection committee are also reminded to comply with GDPR rules regarding the handling of materials submitted by applicants. The objective is to unify the rules concerning the composition of selection committees so that they are formally established and followed by all employees of IEB (the new Directive and Guidelines).
Are the committees sufficiently gender-balanced?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	Gender balance in selection committees is not formally stipulated in internal regulations; however, it receives appropriate attention in practice. Committees are usually composed based on professional and operational needs, while efforts are commonly made to achieve gender balance. Nevertheless, this is not a formal requirement established in any directive or internal regulation of the Institute of Experimental Botany (IEB). Rather, it reflects the organisation’s values and its commitment to ensuring balanced representation. The objective is to place greater emphasis on gender balance by formally embedding this requirement in internal documents (the new Directive and Guidelines).
Do we have clear guidelines for selection committees which help to judge ‘merit’ in a way that leads to the best candidate being selected?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At present, we do not have clear and uniformly established guidelines for the work of selection committees. The institute therefore plans to strengthen the application of the merit-based selection principle through the new Directive on Recruitment and Selection and institutional Guidelines for Recruitment Procedures. These documents will be complemented by standardised templates for defining the requirements and competencies expected from candidates, as well as evaluation forms for the structured assessment of candidates throughout the recruitment process. The templates and forms will be based on good practice and the recommendations of the

		OTM-R toolkit and, where appropriate, will draw on the principles of the European ResearchComp framework to support competency-based assessment.
Appointment phase		
Do we inform all applicants at the end of the selection process?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	This approach is not applied uniformly across all departments. The following describes a practice recently used by one of our departments: All interviewed candidates are informed when the recruitment procedure has been completed and are thanked for their participation. Candidates who met the requirements for the position but were not selected are asked whether they consent to the storage of their application materials in the Applicant Database. If such consent is obtained, these materials are handled in accordance with GDPR and are retained for up to two years after the completion of the recruitment process, depending on the candidate's consent. The objective is to establish a consistent approach across the Institute through the new Directive on Recruitment and Selection and institutional Guidelines for Recruitment Procedures.
Do we provide adequate feedback to interviewees?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	This area is not uniformly established across all departments. In most cases, unsuccessful candidates who participated in a personal or online interview are informed of the outcome of the recruitment procedure and thanked for their participation. If requested, they are also provided with constructive feedback on their application and interview performance. The objective is to establish a consistent approach to communicating recruitment outcomes and providing feedback to interviewed candidates upon request.
Do we have an appropriate complaints mechanism in place?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially -/- No	At IEB, there is currently no formal complaints mechanism in place for job applicants. Applicants may raise any concerns or complaints by contacting the HR representative with whom they have been communicating during the recruitment process. As part of the Action Plan, IEB will establish a formal complaints mechanism for applicants, including a dedicated email address and a clearly defined procedure. This information will be published transparently on the institute's website.
Overall assessment		
Do we have a system in place to assess whether OTM-R delivers on its objectives?	+/+ Yes, completely +/- Yes, substantially -/+ Yes, partially	The institute does not currently have an OTM-R policy formally or otherwise implemented.

	-/- No	The objective is to formally introduce the OTM-R policy and implement it in practice through a new Directive on Recruitment and Selection and institutional Guidelines for Recruitment Procedures, including a system for monitoring and evaluating its implementation.
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