

HR Excellence in Research

OTM-R Checklist

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Case number

2023SK83640

Name Organisation under review

KInIT

Organisation's contact details

Mlynske Nivy 5, Bratislava, Slovakia, 81109, Slovakia

Date endorsement charter and code

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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)
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OTM-R system					
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Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	-- No	When the OTM-R policy is finalised (Q2 2025), it will be published in the Slovak and English language on the HRS4R subpage of KInIT website: https://kinit.sk/careers/hrs4r/ . The OTM-R policy will be subsequently incorporated to the overall strategy of the Institute.
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	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	We will formalize and publish OTM-R policy. This policy will be included in the internal "Recruitment and selection policy" and "remuneration policy" (Action plan: "Revision and formalization of the recruitment and selection process in accordance with the OTM-R principles") that will clearly state all procedures and rules of the recruitment process. The recruitment process for all positions have similar stages, we will specify all general and position-specific practices in the guidelines. These policies will be subsequently published on KInIT's website: https://kinit.sk/careers/hrs4r/ .
Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	-/+ Yes partially	All HR staff already follow strict procedures and rules during the whole recruitment process. This will be further formalized and HR staff will be provided with additional training in the area of OTM-R. OMT-R trainings will be provided to all employees who are part of the selection procedure. All HR staff will participate in two training sessions over the next two years

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we make (sufficient) use of e-recruitment tools?	x	x		++ Yes completely	KInIT maximizes the use of e-recruitment tools and has a specific web tool for staffing researchers. All positions are advertised on the website of KInIT and applicants can send their applications directly through the portal on the website. KInIT also uses several Slovak job portals e.g. Profesia or Growni and European portals (Euraxess and ResearchGate). In addition, open positions are advertised on LinkedIn as well. KInIT uses Nalgoo as application tracking system and all applications are processed through this system. Interviews are also conducted online which makes KInIT's whole recruitment process fully digitalized.
Do we have a quality control system for OTM-R in place?	x	x	x	-- No	KInIT will implement a control system ensuring application of OTM-R rules and procedures in Q2/2025. The system will be presented during the all-Institute meeting to all employees.
Does our current OTM-R policy encourage external candidates to apply?	x	x	x	++ Yes completely	All open positions are advertised on the KInIT's website and various Slovak and European job portals. This will be further formalized in the "Recruitment and selection policy".

	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 substantially	Foreign researchers are actively sought after and they are encouraged to apply for our positions. In addition, research positions are advertised in English and most of them are published on Euraxess. In specific cases, national legislation hinders the employment of researchers from certain third countries. Further improvement: Advertisement of all research positions on Euraxess.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	-/+ Yes partially	KInIT works to ensure a fair and consistent hiring process with an emphasis on equal opportunities policy. We celebrate diversity and we are committed to an inclusive work environment. KInIT adheres to principles of non-discrimination on the basis of gender, age, ethnic, national or social origin, religion or belief, sexual orientation, language, disability, political opinion, social or economic condition. Internal regulation regarding gender equality is set out in "Gender Equality Plan 2021-2025". Further improvement: Explicitly specify the principle of non-discrimination in all job advertisements and in Kinit's OTM-R guidelines/documents

	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 substantially	Researchers are provided with attractive working conditions including teleworking and time flexibility. However, career progression is not sufficiently formalized and presented during the recruitment process. KInIT will formalize career progression of researchers and for this purpose, KInIT will prepare position-specific career development plans.
Do we have means to monitor whether the most suitable researchers apply?				-/+ Yes partially	The quality of candidates is evaluated during several rounds of the selection process. KInIT does not have a formalized way of monitoring whether the most suitable researchers apply. Further improvement: Establish a formal way of monitoring whether the most suitable researchers apply (Action plan: "Establish a complaints mechanism in the recruitment and selection process")
Advertising and application phase					
Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		++ Yes completely	KInIT has templates and guidelines for advertising positions. KInIT uses different forms of advertising depending on the platform on which the position is published. Recruiters prepare the exact wording of the job description and the overall advertisement with the relevant team leader.

	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 completely	The advertisements include following information: - job title - job characteristics, activities and responsibilities, - qualifications - other criteria and requirements in relation to the position to be filled - expected start date, - requested documents: CV - contact person for the provision of selection or job information
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		+/- Yes substantially	EURAXESS has been primarily used to advertise senior positions. KInIT will expand the range of positions advertised on EURAXESS, preferably to all research positions by Q3/2025.
Do we make use of other job advertising tools?	x	x		++ Yes completely	Most research positions are advertised on several platforms including Profesia and Growni. All positions are advertised in English. KInIT also uses platform "ResearchGate" to a limited extent.
Do we keep the administrative burden to a minimum for the candidate?	x			++ Yes completely	All communication between HR staff and applicant is electronic. Candidates apply for open positions either through various external job portals or directly through KInIT's website. Candidates are required to submit only their CV (in certain cases also cover letter) and their consent to personal data processing. KInIT limits the administrative burden of the candidate to the necessary minimum.

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Selection and evaluation phase					
Do we have clear rules governing the appointment of selection committees?		x	x	-/+ Yes partially	KInIT has clear rules regarding the appointment of selection committees, which differ depending on the position being filled. This is however not yet formalized and the formalization will be implemented in the "Recruitment and selection policy" (Action plan: "Revision and formalization of the recruitment and selection process in accordance with the OTM-R principles ")
Do we have clear rules concerning the composition of selection committees?		x	x	-/+ Yes partially	KInIT has clear rules regarding the composition of selection committees, which differ depending on the position being filled. This is however not yet formalized and the formalization will be implemented in the "Recruitment and selection policy". (Action plan: "Revision and formalization of the recruitment and selection process in accordance with the OTM-R principles ")

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Are the committees sufficiently gender-balanced?		x	x	+/- Yes substantially	KInIT adheres to principles of non-discrimination on the basis of gender and internal regulation regarding gender equality is set out in "Gender Equality Plan 2021-2025". Principle of gender balance in the committees is desirable, but it is not yet formalized. The formalization will be implemented in the "Recruitment and selection policy" (Action plan: "Revision and formalization of the recruitment and selection process in accordance with the OTM-R principles")
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	KInIT has clear rules and procedures in the selection process. All candidates undergo several rounds of selection process where they meet not only HR staff but also teamleaders and the CEO in the final round. Candidates are evaluated holistically and we seek inputs from all employees involved in the selection process. All the rules and procedures will be further specified in the "Recruitment and selection policy". (Action plan: "Revision and formalization of the recruitment and selection process in accordance with the OTM-R principles")
Appointment phase					

	Open	Transparent	Meritbased	Answer:	Suggested indicators (or form of measurement)
Do we inform all applicants at the end of the selection process?		X		+/- Yes substantially	All candidates in the interview round of selection process are informed about the outcome of the selection process via mail or phone call. KInIT will aim to ensure that all candidates who have sent their CV are informed of the outcome of the selection process.
Do we provide adequate feedback to interviewees?		X		-/+ Yes partially	Feedback is not provided automatically. However, candidates are welcome to ask for feedback. Further improvement: Ensure that all candidates in the interview round of the selection process receive appropriate feedback
Do we have an appropriate complaints mechanism in place?		X		-- No	KInIT will create a complaints mechanism in the form of feedback questionnaire. Applicants may file a complaint if they suspect that the recruitment process has not been conducted fairly or something has been neglected. The complaints will be evaluated by the Ethics Committee. All the rules and procedures will be further specified in the "Recruitment and selection policy".
Overall assessment					
Do we have a system in place to assess whether OTM-R delivers on its objectives?				-- No	KInIT will create an assessment system regarding the OTM-R objectives and will ensure a sufficient training of all HR staff.