



**Institute  
of Experimental  
Medicine, CAS**

# **OTM-R POLICY**

Project: Development of Resources of the Institute of Experimental Medicine CAS  
Project Registration Number: CZ.02.2.69/0.0/0.0/18\_054/0014590

May 2021



**EVROPSKÁ UNIE**  
Evropské strukturální a investiční fondy  
Operační program Výzkum, vývoj a vzdělávání

**MŠMT**  
MINISTERSTVO ŠKOLSTVÍ,  
MLÁDEŽE A TĚLOVÝCHOVY

**The IEM fully adheres to the principles of an open (O), transparent (T), merit-based (M) approach and intends to continue to pursue a non-discriminatory, equal opportunity policy in the recruitment (R) of new workers.**

**The OTM-R Policy will rely on the following principles:**

- 1) Already now, the process of selecting and hiring new workers is consistent with most of the principles laid down under the OTM-R Policy, but the principles are not defined in a sufficiently explicit manner in any of the IEM's internal regulations. In the future, the Career Policy will be revised and updated so as to explicitly incorporate the components of the OTM-R Policy. In addition, a new, separate document will be created, entitled Human Resources Processes, which will contain a detailed description of the recruitment and candidate selection process with a view to ensuring conformity to the requirements of the OTM-R Policy.
- 2) To ensure complete transparency, which is another principle the IEM adheres to, the relevant documents are, and will continue to be, available to the public via the IEM website to allow every job candidate to become familiar with our policies and to verify that we operate in compliance with the principles to which we have subscribed.
- 3) For recruitment purposes, the IEM currently uses advertising within the CAS complex in Prague-Krč, the IEM website, personal networks of its employees, and the biggest Czech job portal JOBS.CZ. In some cases, the IEM advertises job vacancies on EURAXESS. As part of increasing the international dimension of our operations, the IEM will continue publishing all job vacancies on the EURAXESS portal to allow positions to be filled with candidates from abroad and to prevent the IEM from being limited to local candidates only. The IEM's advertisement templates will be standardized and will contain relevant links and references.
- 4) Another measure the IEM will resort to in fulfilling the goals of the OTM-R Policy will be the creation of a methodology for the standardized assessment of candidates and their classification, where the aim is to evaluate candidates using predefined criteria and to inform unsuccessful candidates of the reasons for their rejection and areas for improvement. The outcome of individual selection procedures and the placement of candidates will be archived for the eventuality that a complaint is filed by an unsuccessful candidate.
- 5) The optimally balanced composition of the selection board will be defined in terms of gender and other factors, and members will be trained in respect of their knowledge of the principles of the OTM-R strategy to be aware and capable of following the principles of transparent and non-discriminatory selection of job candidates. The only permissible general selection criteria will include professional expertise, publication activity, work results, experience with international mobility, and other relevant criteria. All facets of the selection process are compliant with Act No. 262/2006 Coll., the Labor Code, the IEM Code of Conduct, Career Policy, Equal Treatment Policy No. 20/2020, and the Human Resources Processes Guideline.



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- 6) Where applicable, complaints filed by candidates will be reviewed by the IEM Ethics Committee.
- 7) An assessment will be carried out to determine whether the OTM-R Policy fulfills its role following implementation and whether the individual components of the overall staff policy have improved.