

### TEMPLATE 3 – OTM-R Checklist

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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.

<b>OTM-R checklist for organisations</b>					
	<b>Open</b>	<b>Trans- parent</b>	<b>Merit- based</b>	<b>Answer: ++ Yes, completely +/-Yes, substantially -/+ Yes, partially -- No</b>	<b>*Suggested indicators (or form of measurement)</b>
<b>OTM-R system</b>					
1. Have we published a version of our OTM-R policy online (in the national language and in English)?	x	x	x	<b>-/+ Yes, partially</b>	<a href="https://wsb.edu.pl/en/research/hr-excellence-in-research/justification">https://wsb.edu.pl/en/research/hr-excellence-in-research/justification</a> <a href="https://wsb.edu.pl/nauka-i-badania/logo-hr-excellence-in-research">https://wsb.edu.pl/nauka-i-badania/logo-hr-excellence-in-research</a>  The WSB University is in the process of developing a formalised university OTM-R policy – a unified strategy that will encompass guidelines

					<p>and information on the recruitment process, selection criteria, employment conditions and available academic career paths. The document will be published in Polish and English language versions. Currently, the principles of the OTM-R policy are implemented on the basis of guidelines contained in a variety of documents: WSB University Development Strategy 2014-2020 PL: <a href="https://www.e-bip.org.pl/upload/00530/21978/0225385-03409784.pdf">https://www.e-bip.org.pl/upload/00530/21978/0225385-03409784.pdf</a> ENG: The English version of documents pertaining to the recruitment processes, which are published only in Polish, will be made available in December 2020. At the same time, a new WSB University Development Strategy for the years 2020-2025 is being developed in a participatory manner, incorporating the principles of OTM-R.</p> <p><a href="https://wsb.edu.pl/uczelnia/strategia">https://wsb.edu.pl/uczelnia/strategia</a>  <a href="https://wsb.edu.pl/en/university/strategy-of-development">https://wsb.edu.pl/en/university/strategy-of-development</a></p>
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	<b>-/+ Yes, partially</b>	<p>The current statute of the WSB University contains a separate section devoted to the university staff. The guidelines are also a part of the Work Regulations (<a href="https://www.e-bip.org.pl/upload/00530/21978/0225385-03409784.pdf">https://www.e-bip.org.pl/upload/00530/21978/0225385-03409784.pdf</a>) and the remuneration regulations (other criteria for the employment of persons in the following positions: academic staff member, research and teaching staff member, teaching staff member). The procedures are also</p>

					published on a WSB University subpage dedicated to supporting research: <a href="https://wsb.edu.pl/en/research/news">https://wsb.edu.pl/en/research/news</a> <a href="https://wsb.edu.pl/nauka-i-badania/aktualnosci">https://wsb.edu.pl/nauka-i-badania/aktualnosci</a> <a href="https://www.e-bip.org.pl/wsb/21978">https://www.e-bip.org.pl/wsb/21978</a> and on the intranet website, available only to WSB University employees.
3. Is everyone involved in the process sufficiently trained in the area of OTM-R?	x	x	x	<b>++ Yes, completely</b>	- Existence of training programs for OTM-R - Number of staff following training in OTM-R As part of the implementation of the OTM-R policy, an information and consultation campaign has been carried out since 2019; and all academic staff of the University has completed the relevant training. To this end, a series of training and informational meetings has been carried out as part of the meetings of individual Chairs. In addition, the University staff members were provided with a set of informational materials and access to an online consultation platform. A total of 150 employees/researchers participated in the meetings (directly). Dedicated activities and principles will be systematically communicated and disseminated to everyone involved in the recruitment process.  Link: <a href="https://wsb.edu.pl/index.php?p=m&amp;idg=cnba,5004_5423">https://wsb.edu.pl/index.php?p=m&amp;idg=cnba,5004_5423</a> <a href="https://wsb.edu.pl/en/student/international-office/international-office-team">https://wsb.edu.pl/en/student/international-office/international-office-team</a>
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>+/-Yes, substantially</b>	Web-based tool for (all) the stages in the recruitment process The University uses generally

					available, free on-line tools for publishing its job postings (ResearchGate, LinkedIn, Euraxess, Ministry of Science and Higher Education posting database, the University's website) and e-mail. In response to the published job postings for specific positions, each candidate has the option of submitting application documents by e-mail to the e-mail address indicated in the posting. Some interviews are conducted via electronic platforms (mainly in the case of international candidates). The University is planning to implement an advanced e-recruitment tool (a recruitment form including information on employment conditions, scope of duties and entitlements, as well as employee benefits) with the possibility to publish feedback for candidates. There are also plans to make greater use of the EURAXESS platform.
5. Do we have a quality control system for OTM-R in place?	x	x	X	- <b>No</b>	Such a system is currently developed by the Team, as part of the University's OTM-R policy – a unified strategy, which will encompass, among others, quality control tools (checklists and questionnaires assessing satisfaction with the recruitment process of newly employed staff members).
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>+/-Yes, substantially</b>	Due to the fact that the WSB University is one of the strongest scientific centres among Polish non-public universities, the employment policy strongly encourages external candidates to join the organisation. The recruitment process of international candidates is conducted in English.

					Due to the high level of internationalisation of the WSB University and the implementation of numerous interdisciplinary international projects, the University is an attractive partner for foreign researchers both as an employer and a partner in research and implementation projects.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	+/- Yes substantially	<p>As indicated above, job postings are published on the University's website, as well as in the University's communication channels, including social media and popular websites. Ads were also promoted on Facebook and LinkedIn. For many years the WSB University has been implementing the strategy of proactive employer branding according to the assumptions of the turquoise management model in which the level of awareness of the organisation's management is the most decentralised and equal among all members of the organisation. The WSB University has and is developing an English version of the researchers' website, which enables the presentation of resumes, studies and projects, as well as recruitment activities. Ultimately, we plan to make extensive use of Euraxess. LINK: <a href="https://euraxess.ec.europa.eu/">https://euraxess.ec.europa.eu/</a>.</p> <p>Candidates receive essential information concerning working conditions, expectations, responsibilities and privileges. Employees have equal and very broad opportunities to access tools and training supporting their scientific activities.</p>

<p>8. Is our current OTM-R policy in line with policies to attract underrepresented groups?</p>	x	x	x	<p><b>++ Yes, <i>completely</i></b></p>	<p>The current working regulations in force in the WSB University contain numerous guarantees and entitlements. This concerns in particular: - Anti- Harassment and Anti-Discrimination policies in the WSB University - Remote working opportunities - Optimal scheduling of teaching activities for researchers commuting from abroad The WSB University pays particular attention to equal treatment (equal opportunities policy, life-work balance, inclusion and anti-discrimination policy). The effectiveness of these activities was very highly rated in the conducted survey. The WSB University supports the equal opportunities policy, including in the aspect of gender equality, for example by implementing activities supporting pregnant women and young mothers (reduced or task-based working time, toddlers' club); people with disabilities (full infrastructure adapted to the needs of persons with disabilities, separate parking spaces).</p>
<p>9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?</p>	x	x	x	<p><b>++ Yes completely</b></p>	<p>The WSB University has separate regulations concerning aspects of staff remuneration, however, the rates for scientists depend, among other things, on their potential, activity and scientific output. In accordance with the University's strategy, active scientists are rewarded by means of, among others, a scholarship system, prizes and university research grants. Employees have equal opportunities to apply for the aforementioned bonuses, as well as to obtain funds for tasks related to their work</p>

					<p>(such as Erasmus Mobility, project preparation visits, financing trips as a visiting professor, for example in connection with working on various projects, including Erasmus, Interreg and more. The University has a website providing necessary documents and a description of application procedures. The University also provides information on ongoing competition proceedings and possibilities of applying to international competitions. The formal process of applying for grants is assisted by employees of the Science Development Department. Researchers also receive support in the form of access to specialised training courses, tools and specialised databases (including IBM SPSS Statistica, EndNote, Atlas.ti, Econ Lite, Sage Journals, EBSCO, ABI/ Inform, Collection (ProQuest). All new employees are informed about the possibilities of support and access to tools both through the website, mailing and in forms of direct communication.</p> <p>LINK:  <a href="https://wsb.edu.pl/en">https://wsb.edu.pl/en</a>  <a href="https://wsb.edu.pl/nauka-i-badania">https://wsb.edu.pl/nauka-i-badania</a>  <a href="https://www.e-bip.org.pl/upload/00530/21978/0181661-62293428.pdf">https://www.e-bip.org.pl/upload/00530/21978/0181661-62293428.pdf</a></p>
10. Do we have means to monitor whether the most suitable researchers apply?				<i>-/+ Yes, partially</i>	<p>Job postings for academic staff members include basic information about the position, the requirements for applicants and their privileges. The requirements for candidates during the recruitment process are based on national</p>

					regulations, the University's internal regulations (e.g. the Statute), and from 2020 on the recommendations of the Implementing Team for the HRS4R Strategy and OTM-R policy and as such, they are verified at the analysis and selection stage. The monitoring of the recruitment process is the responsibility of the Recruitment and Selection Committees, but an appropriate evaluation system for OTM-R policy is not yet in place. Such a system will constitute a part of the strategy (policy), which is currently being developed. Moreover, the University conducts the process of periodic assessment of its staff (including academic teachers) according to broad criteria, including scientific, teaching and organisational activities.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>-/+ Yes, partially</i>	<p>The WSB University is developing a formalised OTM- R policy (strategy), which will encompass specific procedures and templates. EURAXESS has its own internal template with obligatory elements to be filled in, and as such, they are adapted to the WSB University strategy. The job postings for researchers published to date contain all the necessary and key information about the position and required documents, as recommended by the Team:</p> <p><a href="https://wsb.edu.pl/nauka-i-badania/logo-hr-excellence-in-research">https://wsb.edu.pl/nauka-i-badania/logo-hr-excellence-in-research</a>  <a href="https://wsb.edu.pl/en/research/hr-excellence-in-research/justification">https://wsb.edu.pl/en/research/hr-excellence-in-research/justification</a></p>



					<a href="https://wsb.edu.pl/en/university/strategy-of-development">https://wsb.edu.pl/en/university/strategy-of-development</a> <a href="https://wsb.edu.pl/uczelnia/strategia">https://wsb.edu.pl/uczelnia/strategia</a>
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	x	x		<b>+/-Yes, substantially</b>	<p>The job postings for researchers contain the following information: name of the position, requirements for candidates; the list of required supporting documents pertaining to the qualifications and professional work; the list of publications and achievements; the deadline for submission of documents; the date of the final decision. The aforementioned documents comprise standardised forms, approved by means of internal procedures. The documents are available publicly on the University's website:</p> <p> <a href="https://www.e-bip.org.pl/wsb/21978">https://www.e-bip.org.pl/wsb/21978</a>  <a href="https://wsb.edu.pl/files/pages/734/rekomendacje_postepowanie_konkursowe.pdf">https://wsb.edu.pl/files/pages/734/rekomendacje_postepowanie_konkursowe.pdf</a>  <a href="https://wsb.edu.pl/files//pages/3501/recommendations_concerning_competitive_selection_process.pdf">https://wsb.edu.pl/files//pages/3501/recommendations_concerning_competitive_selection_process.pdf</a>  <a href="https://wsb.edu.pl/nauka-i-badania/aktualnosci">https://wsb.edu.pl/nauka-i-badania/aktualnosci</a> </p> <p>Ultimately, the recruitment system (as part of the strategy, which is currently under development) will be correlated with the EURAXESS tool.</p>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>- No</b>	<p>WSB University's job postings for academic teachers are published on the university's website, on professional websites and promoted in social media. Ultimately, all research vacancies are to be published on the EURAXESS website in</p>

					English, which will be included in the recruitment procedure. Currently, the publication of job postings on the EURAXESS website is a recommendation of the Team.
14. Do we make use of other job advertising tools?	x	x		<b>++ Yes, completely</b>	<p>Job postings for researcher positions are published on the WSB University website; the University also takes advantage of publicly available, free online tools for publishing its postings (Researchgate, LinkedIn, Ministry of Science and Higher Education posting database, the University's website) and e-mail. In response to the published job postings for specific positions, each candidate has the option of submitting application documents by e-mail to the e-mail address indicated in the posting. Additionally, in some cases vacancies for projects financed from external sources are published:</p> <ul style="list-style-type: none"> <li>- in the Posting Database run by the National Science Centre [<a href="https://www.ncn.gov.pl/baza-ofert/">https://www.ncn.gov.pl/baza-ofert/</a>]</li> <li>- on WSB University website: <a href="https://wsb.edu.pl/index.php?p=m&amp;idg=mg,1888&amp;s=0&amp;action=#txt">https://wsb.edu.pl/index.php?p=m&amp;idg=mg,1888&amp;s=0&amp;action=#txt</a>. The University's procedures also enable publishing job offers in paid specialist services.</li> </ul>
15. Do we keep the administrative burden to a minimum for the candidate?	x			<b>++ Yes, completely</b>	<p>Due to the current trends on the labour market and the dynamic nature of WSB University's operations, we strive to minimise the administrative burden on candidates, making it possible for them to present the achievements and work to date using universal, internationally accepted standards. Accordingly, online communication is accepted in the cases of the recruitment of staff from abroad. The</p>

					competitive selection process notifications for research positions include a list of the required documents, constituting a minimum required for the recruitment and selection committee to carry out a substantive assessment and recruitment. Each candidate has the possibility to submit their application together with the attachments in electronic form, and some of the interviews take place remotely (online).
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees?		x	x	<i>-/+ Yes, partially</i>	<p>According to the current statute of the WSB University, the employment process is managed by the Rector. The rules of appointing members of the recruitment and selection committee are laid down in the internal regulations of the University. The procedures for appointing the committees depend on the guidelines determined by the form and circumstances of employment (for example EU- funded projects, projects funded by the National Centre for Research and Development, university research grants) <a href="https://www.e-bip.org.pl/wsb/21978">https://www.e-bip.org.pl/wsb/21978</a></p> <p>The procedure is also described in the Team's guidelines:  <a href="https://wsb.edu.pl/files/pages/734/rekomendacje_postepowanie_konkursowe.pdf">https://wsb.edu.pl/files/pages/734/rekomendacje_postepowanie_konkursowe.pdf</a>  <a href="https://wsb.edu.pl/files//pages/3501/recommendations_concerning_competitive_selection_process.pdf">https://wsb.edu.pl/files//pages/3501/recommendations_concerning_competitive_selection_process.pdf</a></p> <p>Ultimately, the rules for appointing selection committees will be described in the WSB University OTM-R Strategy (Policy).</p>

17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>-/+ Yes, partially</b>	<p>In this regard, the OTM-R guidelines are applicable. The procedures currently in place put the main emphasis on the principle of ensuring proper professional qualifications of the members (who are experts in a particular or related field, have relevant experience and are familiar with the selection procedures), the principle of objectivity and the principle of a diverse committee, which should include members representing a wide range of experience, including different sectors. The selection committee normally consists of five persons, of whom there is always a person who is to be the direct superior of the recruited candidate.</p> <p><a href="https://www.e-bip.org.pl/upload/00530/21978/0231636-83797606.pdf">https://www.e-bip.org.pl/upload/00530/21978/0231636-83797606.pdf</a></p>
18. Are the committees sufficiently gender-balanced?		x	x	<b>++ Yes completely</b>	<p>From the point of view of the current internal procedures, the committees are made up of experts representing the same or a related scientific discipline, and the selection of the committee members should always be guided by the principle of gender balance. The above-mentioned areas have been strengthened in the Team's Recommendations and will become an integral part of the University's OTM-R Strategy (Policy).</p>

19. 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		<b>-/+ Yes, partially</b>	Recommendations in this regard have been included in the Team's Recommendations and will become an integral part of the University's OTM-R Strategy, which is currently developed. The Strategy will describe and regulate good practices in the recruitment and hiring process; encompassing the necessary guidelines (e.g. a sample interview sheet including a set of questions to candidates).
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?		x		<b>++ Yes, completely</b>	One of the good practices currently in force in the WSB University is to provide all candidates with feedback on whether or not they were hired. At the request of a candidate, the University also informs them about their strengths and weaknesses, as well as the detailed criteria which determined the outcome of the procedure. The information is provided in person or by means of indirect communication. As part of the Strategy, the University plans to automate this process by using e-recruitment tools in the form of an appropriate form.
21. Do we provide adequate feedback to interviewees?		x		<b>+/-Yes, substantially</b>	According to what was said before, the University provides full feedback on candidate's request as part of its recruitment activities. The Strategy will include a good practice, entailing making the detailed results public (subject to the agreement of candidates) on the basis of the adopted criteria.

22. Do we have an appropriate complaints mechanism in place?		x		<b>+/-Yes, substantially</b>	<p>At the WSB University, each employee can lodge a complaint/report, which is dealt with in an independent instance, in accordance with the procedure in force. The WSB University has implemented the Internal Anti-Bribery and Anti-Discrimination Policy and has an independent commission overseeing their implementation.</p> <p>According to the adopted procedures, each candidate has the right to appeal against the decision of the Recruitment Committee. Nevertheless, an appropriate procedure, properly defined in Polish and in English, will constitute a part of the WSB University OTM-R Strategy. There are also plans to develop a survey to assess the recruitment process.</p>
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>-/+ Yes, partially</b>	<p>The Rector of the WSB University has appointed the Implementation Team for the European Charter for Researchers and Code of Conduct for the Recruitment of Researchers (Rector's Regulation No. 70/2018/2019 of 20 August 2019). The key task of the Team is to supervise and promote the implementation of the rules. The team coordinates and monitors on an ongoing basis whether the developed recommendations deliver on their objectives and are applied at the University. Ultimately, the evaluation mechanism will complement the OTM-R Policy Strategy adopted by the WSB University. In addition, the following organisational units will be involved in</p>

					<p>the supervision and monitoring process: Quality and Innovation Centre (<a href="https://wsb.edu.pl/centrum-jakosci-i-innowacji,m,ds,77,3603">https://wsb.edu.pl/centrum-jakosci-i-innowacji,m,ds,77,3603</a>), Anti-Harassment and Anti-Discrimination Committee (<a href="https://www.e-bip.org.pl/upload/00530/21978/0231636-83797606.pdf">https://www.e-bip.org.pl/upload/00530/21978/0231636-83797606.pdf</a>) and Ethic Code (<a href="https://www.e-bip.org.pl/upload/00530/21978/0181662-25957324.pdf">https://www.e-bip.org.pl/upload/00530/21978/0181662-25957324.pdf</a>)</p>
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