



Zachodniopomorski  
Uniwersytet Technologiczny  
w Szczecinie



HR EXCELLENCE IN RESEARCH

## West Pomeranian University of Technology, Szczecin (ZUT) - Open, Transparent and Merit-based Recruitment Checklist<sup>1</sup>

### OTM-R checklist for organisations

	Open	Trans- parent	Merit- based	Answer: ++ Yes, <i>completely</i> +/-Yes, <i>substantially</i> -/+ Yes, <i>partially</i> -- No	Suggested indicators (or form of measurement)
<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	-/+ <i>Yes, partially</i>	Open, Transparent and Merit-based Recruitment rules at ZUT are included in the University Statute. The statute is only in the native language. We haven't English version. It is also not a document that only concerns recruitment. The Statute is a document regulating the operation of the university in general. Access to the ZUT statute is available only from the internal network for university employees.
2. Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	x	x	x	-- <i>No</i>	OTM procedures are contained in the Statutes and other official documents. We don't have one guide who would collect them in one place.
3. Is everyone involved in the process sufficiently trained	x	x	x	+/- <i>Yes,</i>	Substantially yes, because the Human Resources

<sup>1</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

in the area of OTM-R?				<b>substantially</b>	Department organizes trainings about recruitment procedures (involvement OTM-R rules). In addition the Head of HR Department meets with deans of faculties to train them in the recruitment process. The Human Resources department also sends any changes in the employment of an individual e-mail.
4. Do we make (sufficient) use of e-recruitment tools?	x	x		<b>+/-Yes, substantially</b>	Higher education institutions are obliged to publish job vacancies on the website of the Polish Ministry of Science and Higher Education (dedicated database) and Public Information Bulletin. In addition, the University publishes advertisements in the EURAXESS portal.
5. Do we have a quality control system for OTM-R in place?	x	x	x	<b>-/+ Yes, partially</b>	The recruitment committee is approved by the Faculty Board. At a later stage, it is not controlled.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	<b>+/-Yes, substantially</b>	All positions are advertised on public websites including ZUT website, Polish Ministry of Science and Higher education database and Euraxess websites. External candidates are strongly encouraged to apply. In 2018 applied 46 external candidates. We choose 13 from them.
7. Is our current OTM-R policy in line with policies to attract researchers from abroad?	x	x	x	<b>+/-Yes, substantially</b>	All positions offers' are held in English. In 2018 applied 15 candidates from abroad.
8. Is our current OTM-R policy in line with policies to attract underrepresented groups?	x	x	x	<b>+/-Yes, substantially</b>	The ZUT Labour Rules contain premises on counteracting discrimination based on gender and on equal treatment of men and women in the work place. This principle is confirmed by the current gender ratio at ZUT: 285 of researchers are women. It's 43% of researcher staff. Gender balance is promoted by various campaigns, such as the 'Girls to Technical Universities' action encouraging young women to studying at technical universities.
9. Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	x	x	x	<b>+/-Yes, substantially</b>	Yes. The ZUT strives to provide for employees the best possible working conditions. Reaches for EU funds that can improve the conditions related to

					training and increasing competences. In addition, he conducts a survey and social consultations once in a while, in which employees can express their opinions and needs. In the ZUT strategy, the need for the staff to be of the best quality is also marked.
10. Do we have means to monitor whether the most suitable researchers apply?				<i>-/+ Yes, partially</i>	Actions undertaken by the University are aimed at providing all necessary information to researchers applying for positions at ZUT: job description, duties, requirements and required documents are listed in the vacancy announcement.
<b>Advertising and application phase</b>					
11. Do we have clear guidelines or templates (e.g., EURAXESS) for advertising positions?	x	x		<i>+/-Yes, substantially</i>	We don't have a typical form or guide for advertising positions, but we have a list of information that should be included in the competition information. The list is in the ZUT statutes. In short it is: <ul style="list-style-type: none"> <li>• job description,</li> <li>• requirements and qualifications,</li> <li>• list of required documents and statements,</li> <li>• date and place of submitting documents,</li> <li>• deadline for the settlement of the competition.</li> </ul> In addition, to the Deans' offices has been sent a form for position offer in line with the EURAXESS form as a good practice in recruitment.
12. Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit? [see Chapter 4.4.1 a) of the OTM-R expert report <sup>2</sup> ]	x	x		<i>+/-Yes, substantially</i>	In general we include information that are lists in section 4.4.1a of the OTM-R report. Below is marked which information is found and which is not. <ul style="list-style-type: none"> <li>• organisation and recruiting unit ✓</li> <li>• job title, specifications and starting date ✓</li> <li>• researcher career profiles (R1-R4) with the respective 'required' and ✓</li> </ul>

<sup>2</sup> <http://ec.europa.eu/euraxess/index.cfm/services/researchPolicies>

					<p>'desirable' competencies</p> <ul style="list-style-type: none"> <li>• selection criteria (and possibly their respective 'weight'), including knowledge and professional experience (distinguishing the 'required' and 'desirable') ✓</li> <li>• number of available positions ✓</li> <li>• working conditions, workplace, entitlements (salary, other benefits, etc.), type of contract ✓ /-</li> <li>• professional development opportunities -</li> <li>• career development prospects -</li> </ul>
13. Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	x	x		<b>++ Yes, completely</b>	All offers for research positions are placed on the EURAXESS portal.
14. Do we make use of other job advertising tools?	x	x		<b>-- No</b>	Most frequently recruitment documents are sent via e-mail.
15. Do we keep the administrative burden to a minimum for the candidate? [see Chapter 4.4.1 b) <sup>45</sup> ]	x			<b>-/+ Yes, partially</b>	We try to ensure that the recruitment process requires as few documents as possible from the recruited. Most frequently recruitment documents are sent via e-mail. At the recruitment stage we require such documents as CV, science track record and other documents required by law.
<b>Selection and evaluation phase</b>					
16. Do we have clear rules governing the appointment of selection committees? [see Chapter 4.4.2 a) <sup>45</sup> ]		x	x	<b>++ Yes, completely</b>	The recruitment commission is impartial, non-prejudiced and consists of at least three persons. It is appointed by the relevant Dean in consultation with the Faculty Council and experts in the relevant scientific field and discipline.
17. Do we have clear rules concerning the composition of selection committees?		x	x	<b>++ Yes, completely</b>	The recruitment committee analyses all the applications and, following secret voting, takes a decision and writes a report explaining its choice. The recruitment call commission convener forwards

					the call outcome to the Dean.
18. Are the committees sufficiently gender-balanced?		x	x	<i>-/+ Yes, partially</i>	It's a good practice for the gender balance to be maintained in the recruitment committee. However, we don't have this information included in the documents about the recruitment process
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	<i>+/-Yes, substantially</i>	The Statute of ZUT lists eligibility criteria for candidates applying for the competition for scientific and research positions: <ul style="list-style-type: none"> <li>• Professional qualifications, defined for individual positions;</li> <li>• Applicability of the candidate's scientific merit and educational experience to the position's requirements. ZUT recognises intermissions in the researcher's career for e.g., maternity or paternity leave, employment in non-academic sector, multidimensionality of career path, and mobility experience;</li> <li>• Compatibility between candidate's plans regarding the position with employer's needs;</li> <li>• Fulfilment of employment criteria set forth by the Act.</li> </ul>
<b>Appointment phase</b>					
20. Do we inform all applicants at the end of the selection process?	x	x		<i>-- No</i>	No, we inform only people who won in the recruitment process.
21. Do we provide adequate feedback to interviewees?	x	x		<i>-/+ Yes, partially</i>	In practice of ZUT is contacting only with candidate who have been selected of the recruitment process.
22. Do we have an appropriate complaints mechanism in place?		x		<i>++ Yes, completely</i>	The ZUT Labour Rules contain provisions on submission of complaints and appeals to the Rector, Vice-rectors, Chancellor, and Deans. Researchers can use the services of appropriate support organs, the Academic Ombudsman being the foremost among them. The Academic Ombudsman promotes high ethical standards and assists individuals (students,

					doctoral candidates, and researchers) in resolving disputes and conflicts. The Ombudsman promotes mediation as a method of conflict resolving and proposes actions aimed at improved functioning of ZUT. The Ombudsman is independent of the ZUT administration. There is also a ZUT Appeals Commission which hears appeals to results of periodic evaluation, and a Mediation Commission interceding in conflicts related to employment matters.
<b>Overall assessment</b>					
23. Do we have a system in place to assess whether OTM-R delivers on its objectives?				<b>++ Yes, completely</b>	The ZUT have appointed an Evaluation Committee that monitors the implementation of activities related to HRS4R Strategy.