

MENDELU OTM-R CHECKLIST

Each selection procedure must comply with the Selection Procedure Rules of Mendel University in Brno and the principles of Open and Transparent Recruitment at Mendel University in Brno. The below list of activities and rules is to help recruiters comply with them.

ANNOUNCEMENT OF A SELECTION PROCEDURE

- ✓ The Announcer has submitted an electronic proposal for the announcement of a selection procedure, i.e. **Job Posting Request form**.
- ✓ The advertisement includes **clear requirements and selection criteria** (i.e. what the candidate must meet, prove, provide).
- ✓ **No excessive qualification** is required (education and experience correspond to the job position as stated in Internal catalogue of works).
- ✓ The advertisement includes a **description of the workplace / faculty** where the position is filled.
- ✓ The advertisement includes a clear **description of the scope of work**.
- ✓ The advertisement includes an attractively designed offer, i.e. "**What can we offer you**" (not only benefits, but also job challenges, development opportunities, work team, etc.).
- ✓ The advertisement includes a link to the **selection process**.
<https://orlz.mendelu.cz/en/selection-procedure>
- ✓ The advertisement includes a **contact to the responsible recruiter**.
- ✓ The advertisement is **gender balanced** (esp. its Czech version-in the title of the position, in the text of the advertisement).
- ✓ The advertisement is published **in English** (academic and research positions).
- ✓ The advertisement is published on **more than 1 job portal** (MENDELU Careers/ Jobs.cz/ Researchjobs.cz/ Euraxess / Social Networks like LinkedIn / Facebook, etc.).
- ✓ Academic or research vacancy is published on the **Euraxess** portal.
- ✓ The advertisement includes proactive elements to **increase the interest of under-represented groups**.
- ✓ Candidates should provide **documents electronically**.
- ✓ The **deadline** for submitting an application to the selection procedure corresponds to the Selection Procedure Rules (**30 days of academic position / 15 days others**).

SELECTION COMMITTEE

- ✓ All Committee members were acquainted with the **Selection Procedure Rules** of Mendel University in Brno, **OTM-R MENDEL** and trained through the **Interview handbook** (Methodological Guidelines for Recruitment and Selection at Mendel University in Brno).
- ✓ The Committee is composed in accordance with the Selection Procedure Rules (professional and language competencies of the members).
- ✓ The Committee has **5 members** (for filling an academic positions) / **3 members** (for others).
- ✓ The Committee is **gender balanced**.
- ✓ One of the members is an **external person** (for the selection of associate professor, professor and senior researcher).
- ✓ One of the members is a **person with foreign experience** (for the selection of associate professor, professor, researcher and senior researcher).
- ✓ A person in a close relationship to the candidate or a person who has also concurrently applied as a candidate in the selection procedure can not be a member of the Committee.
- ✓ **Alternate members** of the Selection Committee were appointed.

CANDIDATES

- ✓ The number of **applications** is tracked.
- ✓ The number of candidates who **passed the 1st round** is tracked (screening and shortlisting the applications).
- ✓ The number of candidates who **passed the 2nd round** is tracked (interview).
- ✓ The **source** from which the candidate applied is tracked.

SELECTION PROCEDURE

- ✓ The Selection Committee will **screen and shortlist the applications within 10 days**.
- ✓ An **online interview** was considered.
- ✓ Candidates were informed of the whole **process schedule**.
- ✓ Candidates were informed of **changes** in the selection process (if any).
- ✓ Candidates were **informed in advance of the composition of the Selection Committee**.
- ✓ The interview was conducted in line with the **principles set out in the Interview handbook**.
- ✓ **Minutes** of the result and course of the selection procedure were recorded.
- ✓ A **job offer** was sent to the selected candidate.
- ✓ The selection procedure was **completed within 1 month** from the deadline for submission of applications.

- ✓ All candidates were informed of the selection **outcome**.
- ✓ **Feedback / justification** for rejection was provided if requested by any candidate.
- ✓ The selection procedure **result was published** on the MENDELU website (within 14 days of the candidate's commencement of work).
- ✓ All applications for the position were deleted in line with **GDPR**.