



HR EXCELLENCE IN RESEARCH

OTM-R Policy

Open Transparent and Merit Based Recruitment

June 2021

Preamble

The Czech Technical University in Prague (CTU) is committed to the principles of transparent and merit-based recruitment as defined in the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers. As the leading University of research and technology in the Czech Republic, CTU aims to attract the best employees both nationally and internationally. The recruitment process reflects the level of excellence that CTU expects from all its employees

Definitions

Research positions at CTU

Research positions are listed and described in the [Career Code](#).

Recruitment process

The recruitment process at CTU is defined in the Recruitment Rules of CTU. This document will be amended to include all principles of the Code of Conduct for the Recruitment of Researchers. Best practices in recruitment are published and serve as a guideline. Positions are advertised in Czech and in English on the official web of CTU and on Euraxess, well in advance (usually at least 3 months before the expected start). In all parts of the recruitment process at CTU, limitations on required supporting documents are applied in order to lower the administrative burden for applicants. Applicants can submit all required documents in electronic form and declare that they will provide proof (if required by the legislation) only if they are selected.

In all stages of the recruitment process the applicant is informed about the current status of her or his application and the proposed timeline. All candidates receive the results of the selection process accompanied by their strengths and weaknesses and are encouraged to send their feedback and comments on the selection process.

The recruitment process consists of three phases:

- Advertising and application
- Evaluation and selection
- Appointment

Selection criteria

For each application, the appropriate balance of research skills, creativity, and independence are evaluated appropriately for the advertised position. Merits are assessed both qualitatively and quantitatively. Emphasis is placed not only on the number of publications, but also on other excellent results. The share of bibliometric indicators is appropriately balanced with a wider range of evaluation criteria such as creativity, teaching, leadership, knowledge transfer, teamwork, researcher management, promotional and popularization activities, and cooperation with industry and the public sector. Current internationalization and mobility are evaluated, including experience from working in another sector or field. When evaluating quantitative indicators, the personal circumstances of the applicants are taken into account, e.g. parenthood, health status, career breaks.

For further information, visit [CTU HR website](#).