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## OTM-R

	Open	Transparent	Meritbased	++ Yes, completely +/- Yes substantially -/+ Yes partially -/- No	Suggested indicators (or from measurement)
<b>OTM-R system</b>					
Have we published a version of our OTM-R policy online (in the national language and in English)?	X	X	X	-/- No	The OTM-R policy is not yet clearly defined at CHMI. Some elements are defined in internal HR documents, namely Directive SM ŘÚ 2026/01 Přijímání nového zaměstnance a změny průběhu pracovního poměru (SM ŘÚ 2026/01 <i>Recruitment of a New Employee and Changes in the Course of Employment</i> ). However, these documents need to be updated to reflect the principles of the Charter for Researchers. First, it is necessary to define the OTM-R methodology, in line with the points below, and only then can it be published in both Czech and English.
Do we have an internal guide setting out clear OTM-R procedures and practices for all types of positions?	X	X	X	-/- No	A comprehensive internal OTM-R methodology for all types of positions has not yet been formally established. However, the organisation has documents that provide its substantive basis. Directive SM ŘÚ 2026/01 Přijímání nového zaměstnance a změny průběhu pracovního poměru (SM ŘÚ 2026/01 <i>Recruitment of a New Employee and Changes in the Course of Employment</i> ), establishes key selection principles: equal treatment of all applicants, prohibition of discrimination, transparency of the selection procedure, and selection based on qualifications, experience and abilities. Praktický krokovník výběrového řízení (Practical guide for selection process) complements these principles with specific procedural steps, including a structured interview process and the principle of asking the same questions to all applicants. The missing elements that will form part of the OTM-R methodology include, in particular, standardised evaluation criteria, rules for the composition and appointment of selection committees, and systematic embedding of OTM-R principles across all types of positions.



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Is everyone involved in the process sufficiently trained in the area of OTM-R?	X	X	X	-/- No	Employees involved in the recruitment process are not currently sufficiently trained in the area of OTM-R. At present, only management training is provided, which also includes the topics of people management, cooperation and organisational culture. Systematic support and training for employees involved in recruitment will be strengthened.
Do we make (sufficient) use of e-recruitment tools?	X	X		-/+ Yes partially	The organisation has not yet introduced a specialised internal e-recruitment tool. E-recruitment is carried out mainly through the organisation's website, chmi.cz, and external job portals, such as jobs.cz and prace.cz, with advertisements also shared on social media, namely Facebook. International or specialised portals targeting research staff are not yet used. More intensive use of LinkedIn is planned for the future. The organisation has experience with conducting online interviews, including with foreign applicants. However, in most cases, the selection procedure itself is conducted in person. The OTM-R methodology will include rules for the use of digital tools and online recruitment.
Do we have a quality control system for OTM-R in place?	X	X	X	-/- No	The organisation does not have a quality control system in place for the OTM-R process. There is only the Příručka kvality ČHMÚ (CHMI Quality Manual), which does not focus on recruitment. Directive SM ŘÚ 2026/01 Přijímání nového zaměstnance a změny průběhu pracovního poměru (SM ŘÚ 2026/01 <i>Recruitment of a New Employee and Changes in the Course of Employment</i> ) introduces Forms 000A - Zahájení výběrového řízení ( <i>Initiation of the Selection Process</i> ), and 000B - Ukončení výběrového řízení ( <i>Completion of the Selection Process</i> ). These forms provide a basic framework for documenting each selection procedure and may serve as the starting point for a future quality control and recruitment monitoring system. The OTM-R methodology will define control mechanisms to monitor the quality of recruitment.



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Does our current OTM-R policy encourage external candidates to apply?	X	X	X	++ Yes, completely	Job vacancies are advertised both internally and externally, through the organisation's website, external job portals, jobs.cz and prace.cz, and social media, namely Facebook. The vast majority of applicants are external candidates. A standard advertisement template is used for recruitment, which individual departments supplement with position-specific information. SM ŘÚ 2026/01 Přijímání nového zaměstnance a změny průběhu pracovního poměru (SM ŘÚ 2026/01 <i>Recruitment of a New Employee and Changes in the Course of Employment</i> establishes equal treatment of all applicants and selection based on qualifications, experience and abilities.
Is our current OTM-R policy in line with policies to attract researchers from abroad?	X	X	X	-/- No	In the area of attracting researchers from abroad, the current OTM-R setup has not yet been systematically developed. Job vacancies are published mainly through the organisation's website and external job portals, with advertisements available only in Czech. International or specialised portals, such as EURAXESS, are not currently used. This is mainly related to the nature of most positions, where knowledge of the Czech language is required. Foreign applicants therefore appear only rarely, usually in the case of specialised positions. In the future, advertisements for relevant positions are planned to be published also in English.
Is our current OTM-R policy in line with policies to attract underrepresented groups?	X	X	X	-/+ Yes partially	Although CHMI does not yet have its OTM-R policy methodologically embedded, applicants for employment are assessed primarily on the basis of qualifications, experience and competencies, with emphasis placed on a non-discriminatory approach. This principle is formally embedded in internal documents, in SM ŘÚ 2026/01 Přijímání nového zaměstnance a změny průběhu pracovního poměru (SM ŘÚ 2026/01 <i>Recruitment of a New Employee and Changes in the Course of Employment</i> , which expressly prohibits discrimination on the grounds of sex,



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					age, race, nationality, religious belief and health status. Specific measures aimed at supporting underrepresented groups are currently developed only partially. The organisation allows the use of flexible forms of work, such as part-time employment. A more systematic approach to supporting employees on maternity and parental leave is being prepared. The objective for the future is to continue supporting recruitment based on non-discriminatory values.
Is our current OTM-R policy in line with policies to provide attractive working conditions for researchers?	X	X	X	+/- Yes substantially	Employees are offered a range of benefits, including five weeks of annual leave, five sick days, flexible working hours, the possibility of part-time employment and contributions from the Cultural and Social Needs Fund. Work-life balance is supported in practice mainly through flexible work organisation. The organisation's high-quality technical and research infrastructure, including specialised workplaces, laboratories and computing infrastructure, also plays an important role. Employee satisfaction with working conditions is regularly assessed through internal surveys. CHMI will continue conducting internal satisfaction surveys and implement improvement proposals arising from them.
Do we have means to monitor whether the most suitable researchers apply?				-/- No	The organisation currently does not have systematic tools in place to monitor the suitability of applicants. Records of applicants and the course of selection procedures are not centralised. Candidate selection is carried out on the basis of general principles set out in the Directive <i>Recruitment of a New Employee and Changes in the Course of Employment</i> , in particular with emphasis on equal treatment, the prohibition of discrimination, and assessment of qualifications, experience and abilities. However, the selection process itself is not methodologically unified. The Directive introduces 000A - <i>Zahájení výběrového řízení (Initiation of the Selection Process)</i> , and 000B - <i>Ukončení výběrového řízení (Completion of the Selection Process)</i> . These forms provide a



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					basic framework for documenting each selection procedure and may serve as the starting point for a future quality control and recruitment monitoring system. The OTM-R methodology will establish a basic framework for recording and indicative monitoring of the course of selection procedures.
<b>Advertising and application phase</b>					
Do we have clear guidelines or templates (e.g. EURAXESS) for advertising positions?	X	X		++ Yes, completely	The organisation has basic guidelines in place for advertising job vacancies and uses a standard advertisement template managed by the Personnel and Payroll Department. This template sets out the minimum requirements for job advertisements, such as the job description, requirements for applicants, conditions offered, place of work, expected start date and contact person, thereby ensuring a basic level of consistency across the organisation.
Do we include in the job advertisement references/links to all the elements foreseen in the relevant section of the toolkit?	X	X		-/+ Yes partially	Job advertisements include basic information about the position, such as the job title, job description, requirements for applicants, place of work, expected start date and contact person. They also include basic information on working conditions and the application procedure. However, the advertisements do not contain all elements recommended by the toolkit. In particular, requirements are not systematically structured, for example into “required” and “desirable” criteria, and links to relevant internal policies are missing. Research positions are not classified according to R1–R4 categories. Advertisements are available only in Czech and are not published on international platforms, such as EURAXESS. In the future, a recruitment methodology, the OTM-R methodology, is planned to be created, which will unify the structure and content of job advertisements.
Do we make full use of EURAXESS to ensure our research vacancies reach a wider audience?	X	X		-/- No	International or specialised portals, such as EURAXESS, are not currently used. This is mainly related to the nature of most positions, where knowledge of the Czech language is required.



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Do we make use of other job advertising tools?	X	X		++ Yes, completely	Job vacancies are published through the organisation's website, chmi.cz, public job portals, jobs.cz and prace.cz, and social media, namely Facebook. More intensive use of LinkedIn is planned for the future. Advertisements are also shared internally to support the possibility of filling positions with existing employees. CHMI also uses other tools to reach potential applicants, in particular through participation in career events and cooperation with educational institutions, where it presents job opportunities and internship possibilities. At the same time, students are involved through professional traineeships or project cooperation, which represents another channel for identifying and reaching suitable candidates.
Do we keep the administrative burden to a minimum for the candidate?	X			++ Yes, completely	Applicants are required to submit only the necessary documents arising from legislative requirements. Selected applicants for whom the manager needs to clarify the starting salary are also sent a form for recognised professional experience, so that an indicative salary classification can already be determined at this stage. Applications and all documents may be submitted electronically.
<b>Selection and evaluation phase</b>					
Do we have clear rules governing the appointment of selection committees?		X	X	-/- No	Uniformly defined rules for the appointment and composition of selection committees are not in place in the organisation. In the future, a unified recruitment methodology is planned, including the definition of basic rules for establishing selection committees, in particular determining for which types of positions their establishment is necessary and setting criteria for their composition.
Do we have clear rules concerning the composition of selection committees?		X	X	-/- No	Uniformly defined rules for the appointment and composition of selection committees are not in place in the organisation. In the future, a unified recruitment methodology is planned, including the definition of basic rules for establishing selection committees, in particular determining for which types of positions their



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					establishment is necessary and setting criteria for their composition.
Are the committees sufficiently gender-balanced?		X	X	-/- No	Uniformly defined rules for the appointment and composition of selection committees, including requirements for their gender balance, are not established in the organisation. In the future, a unified recruitment methodology is planned, including the definition of basic rules for establishing selection committees, in particular determining for which types of positions their establishment is necessary and setting criteria for their composition, including a requirement for gender balance.
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	-/- No	Clear guidelines for the work of selection committees and the evaluation of candidates have not been established. However, the practical step-by-step guide for selection procedures includes the requirement for a structured interview with a clearly defined outline, the principle of asking the same basic questions to all applicants, and the recommendation that more than one evaluator be present. In the future, a unified recruitment methodology is planned, including a basic framework for the work of selection committees and recommended procedures for evaluating candidates, so that selection is based on transparent and predefined criteria.