Univerzita Karlova

HR EXCELLENCE IN RESEARCH

OTM-R Policy

Recruitment at Charles University

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HR and Payroll Department, Rectorate, Charles University
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Contents

1 OTM-R Policy at Charles University 2

1.1 OPEN 3

1.2 TRANSPARENT 3

1.3 MERIT-BASED 3

1.4 Minimizing Administrative Burden 3

1.5 Equal Opportunities 3

2 Competitive Hiring Procedures at CU 4

2.1 Launching and Advertising of the Vacancy 4

2.2 Collection of Applications 4

2.3 Appointment of the Selection Committee 4

2.4 Selection of Candidates 5

First round 5

Second round 5

2.5 Record and Decision 5

2.6 Publication of Results and Feedback 5

3 Conducting Interviews According to OTM-R Principles 5

3.1 Setting Criteria 5

3.2 Individual Evaluation 5

3.3 Quantitative and qualitative assessment 5

3.4 Equal treatment 6

4 Monitoring and Improvement of the Process 6

5 Useful Links 6

1 OTM-R Policy at Charles University

Academic and certain other positions at Charles University are filled through a competitive hiring procedure pursuant to Section 77(1) of the Higher Education Act of the Czech Republic and follow the Competitive Hiring Process Code of Charles University. This Code adheres to the OTM-R principles (open, transparent, merit-based recruitment) in line with the European Charter for Researchers. Observing OTM-R principles promotes the selection of the most suitable candidate and guarantees an objective approach and equal opportunities for all. Specific procedures for individual positions are outlined in the university handbooks.

Open	Transparent	Merit-based
Every position is publicly advertised; we welcome internal and external candidates from the Czech Republic and abroad.	Conditions, deadlines, qualifications, and criteria are published in advance.	Selection is based on demonstrable results, not impressions.

1.1 OPEN

Every advertisement is published for at least thirty days in both Czech and English on the University and the relevant faculty websites, as well as on external online portals. Internal and external candidates, both from the Czech Republic and abroad, are welcome to apply. External candidates can apply under the same conditions as University employees. Charles University supports internationalisation and fosters a bilingual working environment. New international employees may utilize relocation assistance provided by the Global Office.

1.2 TRANSPARENT

The advertisement clearly states the required qualifications, additional prerequisites/criteria on which candidates will be evaluated, the salary range, the timeline of the hiring process, and the list of documents that must be submitted. All candidates who participated in the hiring process are notified of the outcome.

1.3 MERIT-BASED

Candidates are assessed according to clearly defined criteria. Consideration is given not only to their professional experience (including publication and teaching activities), but also to other aspects such as outreach activities, international or sectoral mobility, personal competencies, development potential, and managerial skills where relevant. This ensures that the most suitable candidates are selected.

1.4 Minimizing Administrative Burden

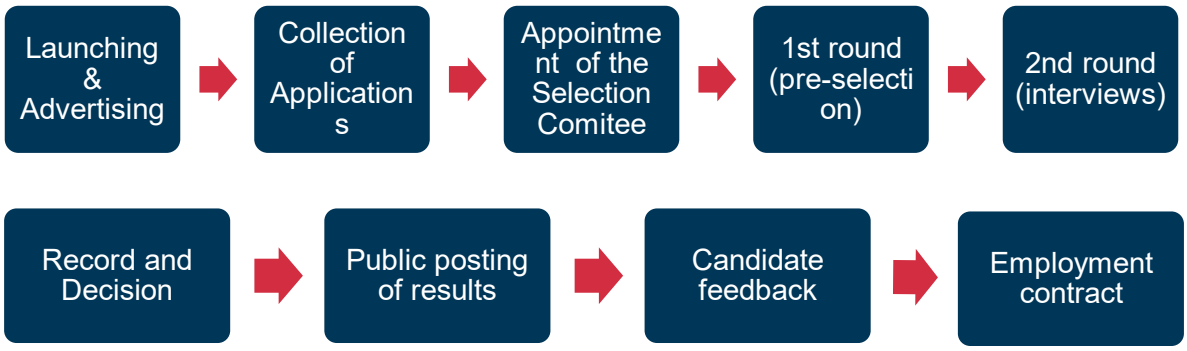
Required documents are limited to the essential minimum to avoid unnecessary administrative burden on candidates. Documents in electronic form are typically sufficient.

1.5 Equal Opportunities

Charles University emphasises equal opportunities. Competitive hiring procedures are designed to ensure that no one is disadvantaged based on gender, sexual orientation, age, ethnic or social origin, religion, health, family circumstances, or political views.

2 Competitive Hiring Procedures at CU

Competitive Hiring Procedures are carried out in close cooperation between the HR department of the relevant faculty/unit and the head of the workplace seeking to fill the position.



2.1 Launching and Advertising of the Vacancy

The vacancy is launched by the Rector, Dean, or Director of the unit. Each job advertisement includes:

- the name of the workplace and the position,
- required qualifications, knowledge, and competencies,
- salary range,
- expected starting date,
- method and deadline for submitting the application,
- list of required documents.

The advertisement is published for at least thirty days in Czech and English on the University and the relevant faculty websites, as well as on external national and international portals (such as Euraxess or ResearchJobs). The advertisement provides a link to the Charles University Career Website, where additional relevant information on the University's hiring procedure and working conditions is available.

2.2 Collection of Applications

After submitting an application, candidates receive confirmation and usually information about the next steps. Candidates are informed about any changes relevant to them during the hiring process.

2.3 Appointment of the Selection Committee

The Chair and members of the committee are appointed by the Rector, Dean, or Director of the unit no later than the application deadline. The committee must be professionally competent and free from conflicts of interest. The person launching a competitive hiring process has due regard to a balanced composition of the committee, in particular with regard to gender, age, and expertise. An expert from the public or private sector, from abroad, or a member of the Academic Senate may also serve as a member of the committee. The committee may convene only if a majority of members is present, but never fewer than three. All members are familiarized with the selection criteria.

2.4 Selection of Candidates

This usually includes:

First round – After the application deadline, the committee assesses whether the conditions have been met and determines the list of candidates who will progress to interviews. Those not progressing are usually informed within thirty days.

Second round – Candidates are invited to an interview either in person or online. The committee may invite candidates to deliver a public lecture; however, this possibility must be stated in advance in the published advertisement.

2.5 Record and Decision

The course and outcome of the hiring process are recorded in a non-public report. The committee votes and determines the ranking of suitable candidates. The voting may be public or secret. The committee may conclude that none of the candidates is suitable. The Rector, Dean, or Director makes a decision based on the record. For justified reasons, they may select a different suitable candidate than the one identified by the committee as the best; they must always provide a written justification for their decision.

2.6 Publication of Results and Feedback

Once the selected candidate accepts the job offer, the information is published on the University or faculty website. Within 30 days, unsuccessful candidates are notified. They have two weeks to request feedback on their participation in the process, including key their strengths and areas for further development.

3 Conducting Interviews According to OTM-R Principles

The interview serves to assess the candidates' academic and professional achievements, knowledge and competencies, their future potential, and their motivation.

3.1 Setting Criteria

Before the interviews, the committee approves unified evaluation criteria (e.g., research, teaching, managerial activities, mobility, competencies, and knowledge) based on the requirements in the advertisement. The selection criteria are based on the position profile and cover the full range of activities associated with the position.

3.2 Individual Evaluation

After each interview, the members of committee record their evaluation of the candidate.

3.3 Quantitative and qualitative assessment

Predefined criteria are evaluated from both quantitative and qualitative perspectives. This applies not only to research outputs and teaching activities, but also to competencies such as experience in leading teams or projects, organisational skills, knowledge-sharing and exchange, knowledge transfer, fundraising, societal impact of work, outreach and dissemination activities, international mobility and collaboration, mentoring, specific methodological skills, language competencies, and others. For managerial positions, the committee also evaluates managerial competencies and typically requires a proposal for the development strategy of the workplace.

3.4 Equal treatment

Candidates are assessed solely on the basis of their professional and academic qualifications, knowledge, skills, and previous results. Alternative career trajectories or career breaks are not automatically evaluated negatively; the committee assesses them individually. Age is not considered

an independent criterion – the determining factor is the candidate's qualification and professional profile. Experience with mobility (such a stay in another country, work in a different research or academic environment, work in another sector, or a change of field) is considered as a valuable contribution to professional development.

4 Monitoring and Improvement of the Process

Charles University continuously develops and improves its system for monitoring hiring procedures and familiarises heads and members of selection committees with good practices, including OTM-R procedures. In the event of dissatisfaction with the conduct of the selection procedure, candidates may contact ombudspersons at the faculty or university-wide level.

5 Useful Links

- Charles University Career Website
- Competitive Hiring Process Code of Charles University
- European Charter for Researchers
- HR Excellence in Research (HR Award) at Charles University
- Equal Opportunities at Charles University
- Code of Ethics of Charles University
- Ombudsperson of Charles