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<p>Title of the document:</p> <p style="text-align: center;"><b>OTM-R policy AMBIS University</b></p> <p><b>Elaborated:</b> (guarantor of the document)</p> <p style="text-align: center;">Bc. Irena Tůmová, MB HR Director</p> <p style="text-align: center;">Dr. Martina Mannová Member of Board</p> <p style="text-align: right;">Radek Stavinoha Member of Board</p>		
No. of appendices:	<b>2</b>	Name of appendices:
No. of copies:		1. Requirement to create / fill a vacancy
No of edition:	1.	2. Checklist – interview with the candidate
<b>First</b>		Replaced: CVP-Pers-02 Selection of employees dated 02/01/2018

## **Art. I**

### **Introduction**

- (1) This Directive sets out the rules for AMBIS University (hereinafter referred to as "AMBIS") for an open, transparent and fair selection procedure for academic, scientific, research and other staff in accordance with the European Charter for Researchers and the Code of Conduct for the Recruitment of Researchers (hereinafter referred to as "**the Charter**" and "**the Code**")
- (2) This OTM-R Policy ensures equal opportunities for all persons applying for a position at AMBIS through an advertised selection process.
- (3) OTM-R is the default policy of the Charter and the Code. It is an abbreviation of the words **O**pen, **T**ransparent and **M**erit-based **R**ecruitment:
  - **Open**: vacancies are advertised openly so as to appeal to the widest possible range of candidates.
  - **Transparent**: the recruitment process must be simple and transparent. External and internal candidates must have equal access to the information they need.
  - **Merit-based**: selection must be based solely on an impartial assessment of the quality of the candidates' performance and general qualifications for the position to be filled.
- (4) In this document, a gender-neutral (generic) masculine inclusive of all genders will be used to refer to persons.

## **Art. II**

### **Basic principles**

- (1) The basic principles for the selection of new employees are:
  - in line with the AMBIS HR strategy, plan the human resource requirements on a regular annual cycle, across all departments of the College,
  - on the basis of the approved staffing plan, to launch competitions to fill new planned positions,
  - ensure that the requirements are in line with the nature of the required position, minimising potential barriers for applicants,
  - announce the selection procedure in a transparent, clear and comprehensible manner, publish the requirements with references to detailed information, required competences, working conditions and other possibilities,
  - any discrimination against applicants on the basis of, for example, gender, age, nationality, sexual orientation or political affiliation is unacceptable,
  - where the position is open to non-Czech/Slovak speaking applicants, ensure that all communication is also in English,
  - adhere to the OTM-R principles throughout the recruitment process,
  - minimize the administrative burden on both applicants and AMBIS staff.
- (2) All AMBIS employees who are involved in a particular selection process are responsible for the transparency of the selection process.

### **Art. III**

## **Human Resource Planning**

- (1) In accordance with the staffing strategy of AMBIS, staff planning is carried out in regular annual cycles. Each November, the heads of all AMBIS departments prepare a Staffing Plan for the following calendar year. In preparing the plan, the Vice-Rectorate for Strategy and Development, together with the heads of the professional departments, will also take into account the requirements of the Vice-Rectorate for Accreditation and Study Quality regarding the preparation of new study programmes and the modification of existing ones.
- (2) The Director of Personnel shall discuss the departmental staffing plans with the AMBIS Board of Directors. On the basis of the decision of the Board of Directors, the Personnel Director shall prepare a staffing plan for AMBIS and inform the departments concerned of it.
- (3) The plan shall be reviewed on a monthly basis and any revisions to the requirements shall be incorporated into the plan.
- (4) In the event of a need to create a new position or fill a vacant position, the senior staff member (hereinafter referred to as the "**requester**") shall forward the request for creation/filling of the position to the HR Department on the form attached as Annexure 1 to this Directive.

### **Art. IV**

## **Procedure for selecting a new employee**

- (1) Selection shall commence when a vacant position is identified for filling. In accordance with the principles of transparency and openness, the steps of the recruitment process must be laid down in such a way that they are understandable and accessible to all applicants.
- (2) The basic procedure for recruiting a new employee is:
  - a. emergence of a requirement to fill a job position,
  - b. decision on the method of filling the position:
    - i. search within AMBIS (transfer to another position),
    - ii. recommendation by an AMBIS VŠ employee,
    - iii. direct contact with experts in whom AMBIS VŠ is interested,
    - iv. use of a personnel agency,
    - v. selection procedure.
  - c. establishment of an employment relationship if a suitable candidate is found.
- (3) In the case of the selection method through a competitive examination, the basic procedure is as follows:
  - a. announcement of the competitive examination,
  - b. publication and description of the position to be filled (school website, personnel advertisement),
  - c. pre-selection of applicants,
  - d. invitation to the competitive examination,

- e. interview with applicants,
  - f. evaluation of the competitive examination,
  - g. informing applicants of the results of the competitive examination, including feedback to unsuccessful applicants.
- (4) The procedure according to this article shall be applied appropriately in the case of filling vacant positions in scientific and research projects, where the procedure is carried out in accordance with the central internal regulation CVP-P-08 Preparation, approval, submission, implementation and control of scientific and research projects of AMBIS.

## **Art. V**

### **Selection process**

- (1) If the method of recruitment is as per Art. IV, par. 2, letter b-v, the personnel department shall announce a selection procedure.
- (2) Before announcing the selection procedure, the personnel department shall decide, after consultation with the applicant, in which places the selection procedure will be published.

## **Art. VI**

### **Job posting and description**

- (1) Before the start of the selection procedure, the personnel department shall prepare the text of the advertisement with a description of the job position to be filled. The text of the advertisement should contain at least the following information:
  - job title (function),
  - indication of the AMBIS department,
  - form and scope of the employment relationship (employment contracts – PS, work performance agreements – DPČ, contract for work – DPP, amount of amount of employment),
  - place of work,
  - expected start date and duration of the employment relationship,
  - job description,
  - minimum educational requirements and required competencies,
  - documents required from the applicant,
  - date of the selection procedure, deadline for submitting applications and required form of application,
  - information on the processing of personal data (GDPR).

The specific text of the advertisement depends on the established method of communication for the position to be filled.

- (2) In order to reduce the administrative burden, it is appropriate to use the form of electronic communication (e-mail, data box) for submitting an application for the selection procedure.

- (3) The job description must be prepared simply, clearly and in such a way that:
  - it allows for an objective selection procedure and minimizes the risk of any discrimination,
  - it provides precise and understandable criteria for the shortlisting of applicants,
  - it makes it easier for applicants to decide whether the desired position corresponds to their interests, requirements and abilities,
  - it allows for feedback to be provided to unsuccessful applicants,
  - it enables the resolution of any complaints.
- (4) The requirement for filling a job position / Advertisement must always be published in the public part of the AMBIS VŠ website in the section <https://www.ambis.cz/kariera>. Its further publication depends on the assessment of the HR department, the applicant, or the employer's legal obligations.
- (5) The advertisement must be published at least 14 calendar days before the end of the application period.

## **Art. VII**

### **Shortlisting of candidates**

- (1) Applicants submit applications in the form specified in the selection procedure conditions.
- (2) The Human Resources Department collects and analyzes the submitted applications. The analysis of the submitted applications is the initial method for assessing the quality of applicants. It allows assessing primarily the education and relevant work experience of applicants.
- (3) When filling academic staff (teaching) positions, the minimum requirements according to the CVP-Pers-10 Minimum Requirements in the Field of Science and Research for Implemented Study Programs are also taken into account as qualification criteria.
- (4) If any of the applications does not contain the required data or documents, the Human Resources Department will invite the applicant to supplement them. If the application is not supplemented by the required deadline, it will be excluded from the selection procedure, of which the applicant will be informed.
- (5) Based on the analysis of the applications, the Human Resources Department will pre-select the applicants, which will consult with the applicant.
- (6) The exclusion of candidates from the pre-selection must relate exclusively to the assessed criteria and requirements of the job position to be filled.
- (7) Candidates excluded from the selection procedure must be informed by the personnel department within 7 days at the latest that they will not be invited to the interview. If requested, understandable feedback must be provided to the rejected candidate.

## **Art. VIII**

### **Invitation to interview**

- (1) All selected applicants according to the previous article will be contacted by the personnel department and informed of the interview date. This date will also be communicated to them by e-mail, if it was stated in the application.

- (2) The invitation to the interview contains at least the following information:
  - date, time and place of the interview or the form of the interview, if it is held remotely,
  - approximate length of the interview,
  - information on the composition of the selection committee,
  - details of the requirements that the applicant must meet during the interview (e.g. presentation).
- (3) The invitation to the interview is usually sent no later than 5 days before it is held. In justified cases, this period may be shortened, and the applicant must agree to an earlier interview date. In case of disagreement, the rejection of an earlier interview date will not be to the applicant's detriment.

## **Art. IX Selection Committee**

- (1) Applicants are assessed by a selection committee, the composition of which is appointed by the HR Director. The applicant must be a member of the selection committee.
- (2) Members of the selection committee are selected on the basis of relevant qualifications, experience and competences.
- (3) In the event of an interview being conducted in a foreign language, all members of the selection committee must be able to actively communicate in that language.
- (4) The interview is conducted by the applicant, with all members of the selection committee having equal rights during the meeting.
- (5) When forming the selection committee, members are selected according to their professional or academic classification so that the selection procedure is objective and effective. Furthermore, attention must be paid to the representation of women and men. It is appropriate that the selection committee does not only include representatives of the opposite sex to the applicant.
- (6) A checklist has been issued for the needs of members of the selection committees, which is Annex No. 2 to these guidelines.

## **Art. X Candidate evaluation**

- (1) Before conducting the interviews, the selection committee will review the submitted applications with regard to the required education and competencies.
- (2) The following interview formats may be used:
  - a personal behavioral interview,
  - testing of specific skills/knowledge,
  - a demonstration of teaching when selecting academic staff,
  - a combination of the above methods.
- (3) After the interviews, the committee members will assess the individual applicants for their suitability for the position. They will also take into account their mobility experience. Career

breaks cannot be assessed negatively; career breaks due to parenthood or caring for other people must be taken into account.

- (4) After mutual agreement, the selection committee will issue a recommendation to fill the position with a suitable candidate. The recommendation will state why the applicant was selected and the reasons why the others were rejected. This recommendation will also serve to provide qualified feedback to unsuccessful applicants.
- (5) If the committee has not made a decision due to the equal success of two or more candidates, the selected candidates shall proceed to the next round of the selection procedure.
- (6) When selecting a suitable candidate, the applicant, the HR director, or members of the board of directors shall be responsible for the final approval.

## **Art. XI End of the selection process**

- (1) After the successful completion of the selection procedure, the personnel department will contact the selected candidate by telephone and invite him/her to perform the actions aimed at concluding the employment relationship.
- (2) Each unsuccessful candidate must be informed of the result of the selection procedure and, if interested, provided with feedback.
- (3) Candidates must be informed of the result of the selection procedure as soon as possible, but no later than 30 days after the completion of the selection procedure.

## **Art. XII Related documents**

- (1) Act No. 262/2006 Coll., Labour Code.
- (2) CVP-GR-01 Work rules.
- (3) Code of Ethics of AMBIS.
- (4) European Charter for Researchers.
- (5) Code of Conduct for the Recruitment of Researchers.

## **Art. XIII Appendices**

- (6) Annex No. 1 – Request for the creation/filling of a vacant position.
- (7) Annex No. 2 – Checklist – interview with the applicant.

## **Art. IX Final provision**

- (1) When selecting employees, all managers and members of selection committees are obliged to proceed in a way that guarantees equal treatment of all applicants and prevents any form of discrimination.

- (2) All documentation generated within the framework of the selection procedure must be handled in accordance with the requirements of the AMBIS Document Rules, while maintaining the protection of personal data.

### **Art. X Distribution List**

- (1) Printout no. 1 administrator's copy.
- (2) Printout no. 2 copy for lending.