

ACTION PLAN

The establishment of an Open Recruitment Policy is a key element in the HRS4R strategy. Please also indicate how your organisation will use the Open, Transparent and Merit-Based Recruitment Toolkit and how you intend to implement/are implementing the principles of Open, Transparent and Merit-Based Recruitment. Although there may be some overlap with a range of actions listed above, please provide a short commentary demonstrating this implementation. If the case, please make the link between the OTMR checklist and the overall action plan. (max. 1000 words)

When processing the GAP Analysis and OTMR Checklist, the members of the Steering Committee and Working Group performed a detailed analysis of relevant acts, internal documentation, recruitment practices in place and conditions for the selection of candidates. The analysis has revealed several shortcomings which will need to be remedied in the adopted Action Plan (AP). As a public higher education institution, the University of Žilina must abide by acts of the Slovak Republic addressing the recruitment of employees, labour relations, and non-discrimination: Act No. 131/2002 Coll. on higher education institutions, Act No. 365/2004 Coll. on Equal Treatment and Act No. 552/2003 Coll. on Work in Public Interest. The first step will be to expand the internal Directive No. 235/2024 Rules Governing the Selection Procedure for the Filling of Vacancies, by adding the OTMR annex adapted to UNIZA conditions. The Directive shall also include a set of recommendations, containing the procedures for filling individual types of vacancies. The Directive, along with its annexes, is approved by the UNIZA management, submitted at an Academic Senate meeting by the rector and accepted by the UNIZA Academic Senate. Afterwards, the Directive is published on the Intranet and UNIZA website. As can be seen from the above, during the approval process alone, a wide range of employees (all of them) will be informed about the OTMR matter at UNIZA. The next intended step is the retraining of all HR officers in the recruitment and selection process according to OTMR. An essential part of the measures taken is the monitoring of trends in OTMR policy both in Slovakia as well as abroad. UNIZA intends to execute the following steps:

- Support communication and use of the EURAXESS platform at the university.
- Continuously improve and simplify the admission procedures for foreign candidates and their awareness of the UNIZA admission process by expanding the UNIZA EURAXESS Centre website.
- Utilise the HRS4S monitoring group (see the next part) to establish a control system for ensuring the OTMR implementation.
- Encourage increased advertising of job vacancies for scientific research through various platforms such as EURAXESS, profesia.sk...