UNIVERSITY of INFORMATION TECHNOLOGY and MANAGEMENT in Rzeszow, POLAND

HR EXCELLENCE IN RESEARCH

OTM-R Checklist

	Open	Transparent	Merit-based	Odpowiedź: Yes, completely / Yes, substantially / Yes, partially / No	Suggested indicators (or form of assessment)
OTM-R System					
1. Have we published an online version of our OTM-R policy in both our native language and English?	X	X	X	Yes, completely	The OTM-R Policy has been implemented. Information and related documents are available on the UITM portal: https://wsiz.edu.pl/uczelnia/hr-excellence-in-research/ The documents are available in both Polish and English. The recruitment rules applied at UITM are in accordance with the following documents: • The Law on Higher Education and Science • The Labour Code • The UITM Statute, Remuneration Regulations, Work Regulations, and Organisational Regulations • The European Charter for Researchers • Internal document: Procedures for Conducting the Recruitment Process University of Information Technology and Management in Rzeszów
2. Do we have an internal guide outlining	x	x	x	Yes, completely	The university's main website, under the section dedicated to employment at UITM, and the university's shared drive contain

clear OTM-R procedures and practices for all types of positions?					key information for job applicants regarding recruitment and employment principles. The document provides guidelines for preparing job advertisements to ensure consistency and avoid errors in their preparation. It also includes recommendations on the equal treatment of candidates, regardless of gender, race, sexual orientation, political views, or other characteristics. Furthermore, the document contains flowcharts outlining the recruitment procedures for both academic staff and non-academic staff.
3. Have all those involved in the recruitment process received adequate training in OTM-R?	x	x	x	Yes, completely	The recruitment process at UITM is coordinated by the Human Resources Advisory Office (BDP), whose staff have received training in OTM-R. However, due to the nature of the recruitment process for different positions at the university, there are no permanent recruitment committees. Therefore, the document Recruitment Process Procedure and Guidelines has been made available to those involved in recruitment. It provides comprehensive guidelines for conducting recruitment processes at UITM. Additionally, all guidelines concerning recruitment processes are included in the OTM-R Policy, which is available on the UITM portal.
4. Do we make sufficient use of e-recruitment tools?	x	x	x	Yes, completely	**UITM uses the following recruitment tools:** • EURAXESS • Ministry of Science and Higher Education – Academic Job Vacancy Database • The university's own website (Elevato ATS) • Pracuj.pl, Lento, Jooble, LinkedIn, Facebook, and other platforms UITM currently uses an Applicant Tracking System (ATS) to manage recruitment projects. The system offers a wide range of functionalities, including:

					• **Recruitment project management:** All information related to ongoing recruitment processes is stored in one place. Candidates apply for specific positions, and their applications and documents are automatically assigned to the relevant recruitment project. The system creates an individual profile for each applicant. • **Candidate evaluation:** Heads of individual university units can review and evaluate candidates directly in the system, eliminating the need to send applications and requests for feedback by email. • **Reporting and analytics:** The system generates reports on individual recruitment projects, including the effectiveness of different advertising channels in attracting the most suitable candidates, the duration of recruitment processes, and the reasons for their duration. • **Communication with candidates:** Recruiters can contact candidates directly through the system to thank them for applying, invite them to recruitment interviews, and provide feedback after the recruitment process has been completed. • **Personal data management:** The system supports the proper administration of personal data. Candidates must acknowledge the relevant clauses before submitting their applications, and both recruiters and candidates receive notifications when consents are about to expire.
5. Do we have a quality assurance system in place for OTM-R?		x	x	Yes, completely	A team responsible for the implementation and monitoring of the Human Resources Strategy for Researchers (HRS4R) has been appointed. The team's responsibilities include monitoring the implementation of the HRS4R strategy.
6. Does our current OTM-R policy encourage external candidates to apply?	x	x	x	Yes, completely	Recruitment processes for all research positions are conducted in an open and transparent manner, meaning that all interested individuals who meet the specified requirements are eligible to apply. Job vacancies are advertised on, among others, national and

					European recruitment portals, ensuring broad access to information about available positions. At UITM, teaching is conducted in three languages: Polish, English, and French. This undoubtedly makes the university an attractive workplace that also encourages applications from candidates from outside Poland. UITM has developed procedures for employing foreign nationals, as well as the necessary documentation in English required to establish an employment relationship.
7. Is our current OTM-R policy aligned with policy for attracting researchers from abroad?	x	x	x	Yes, completely	The university systematically strives to increase the number of academic staff from abroad. In recent years, recruitment campaigns have also targeted Polish nationals studying abroad or wishing to return to Poland, as well as foreign nationals. The university has contacted Polish diaspora organisations operating in European and non-European countries. Job vacancies have been advertised on the following website: http://jobs.acm.org/jobseeker/search/results. The university's website also features job advertisements in English, encouraging candidates from abroad to apply. UITM attracts talented international students enrolled in both Polish- and English-language programmes. Depending on current needs, vacancies for research and teaching, teaching-only, and research-only positions are regularly advertised on the EURAXESS portal. These advertisements are published in English. Our university welcomes researchers and academics from different countries and institutions, without restricting recruitment to specific universities. The employment of international staff is financed primarily from the university's own resources, although various forms of external support are also used, including programmes offered by the Polish National Agency for Academic Exchange (NAWA). The presence of international lecturers is an important element of the university's internationalisation process. Through classes,

					seminars, and workshops delivered by these lecturers, students and academic staff benefit from the experience and expertise of foreign research and teaching institutions.
8. Is our current OTM-R policy aligned with our policy for attracting underrepresented groups?	x	x	x	Yes, completely	Our university's website is available in several language versions: Polish, English, Ukrainian, and Russian. The website has been adapted to the needs of people with disabilities and complies with the Web Content Accessibility Guidelines (WCAG), which provide recommendations for designing and developing websites to ensure accessibility for the widest possible range of users, particularly people with disabilities. The website includes a range of accessibility features, allowing users to adjust contrast and font size, display content in grayscale, and clearly highlight interactive elements such as links. Images include alternative text that can be read by screen readers. The website can also be navigated without using a mouse. The teaching, sports, and recreational facilities of the University of Information Technology and Management in Rzeszów have been adapted to accommodate people with disabilities. Classrooms, laboratories, lecture halls, dean's offices, the library, student clubs, and the Office of the Rector's Representative for People with Disabilities are located in architecturally accessible areas, either on the ground floor or with lift access. The lifts are adapted to the needs of people with visual impairments. Accessible parking spaces are available in front of the university buildings. The facilities are equipped with ramps, handrails, stair climbers, and lifts. Additional accessibility measures include adapted toilet facilities, grab bars, and revolving doors configured to accommodate people with reduced mobility. Further support includes computer rooms equipped with assistive technology for blind and visually impaired people and those with limited upper-limb mobility. Available equipment includes Braille software and printers, magnifiers, scanners, monitors, and screen magnification devices.

					In recent years, training sessions have been conducted on supporting people with disabilities and educating students with special educational needs. These activities have included the EU-funded *University Without Barriers* project. Further training on inclusion and accessibility is planned for the coming months. The University of Information Technology and Management in Rzeszów has also adopted a Gender Equality Plan (GEP). Its objective is to create a safe and equitable environment that supports the harmonious development of all members of the academic community, including research and teaching staff, lecturers, administrative staff, and students. Since the 2019/2020 academic year, UITM has also implemented a policy to prevent mobbing, discrimination, and violence against both students and university employees.
9. Is our current OTM-R policy aligned with our policy of providing researchers with attractive working conditions?	x	x		Yes, completely	UITM provides attractive working conditions, including through a flexible work model that allows tasks to be assigned according to employees' competencies, achievements, and qualifications. On the one hand, this model enables employees who wish to develop their research careers to increase their research activity. On the other hand, it allows those who prefer to focus on teaching and organisational activities to contribute to initiatives that are important to the university. All UITM employees have access to a range of social benefits, including holiday subsidies, co-financing for corrective glasses for employees working with computers, and additional days off each year, such as Good Friday and employees' name days. Furthermore, UITM offers a rich programme of open lectures and meetings with representatives of the academic, cultural, and political communities. Since 2023, the university has also co-financed sports and fitness membership packages for its employees. In addition, the university has extensive sports facilities. UITM provides opportunities for professional development and skills enhancement, as well as access to internal training sessions and

					language courses. The university also continuously works to improve its research facilities and infrastructure.
10. Do we have tools in place to monitor whether the most suitable researchers are applying for our vacancies?	x	x	x	Yes, completely	The precise formulation of recruitment requirements, specifying the qualifications and research achievements expected of candidates, together with the coordination of the selection process by recruitment specialists from the Human Resources Advisory Office, helps ensure that applications are submitted by qualified candidates and that the most suitable applicants join the university's academic staff. Applications are reviewed to verify their completeness and formal compliance with the documentation requirements. In addition, BDP maintains close cooperation with the Research Department, which uses official registers, lists, and databases to verify candidates' research achievements and confirm the number of research points assigned to individual achievements.
Job Advertisement and Application Stage					
11. Do we have clear guidelines or templates (e.g. EURAXESS) for advertised positions?	x	x	x	Yes, completely	The university uses a standard form to prepare the profile of the desired candidate. The information included in this form enables the relevant electronic forms on the EURAXESS portal to be completed.
12. Do we include links to all the elements specified in the relevant section of the Toolkit in our job advertisements? [4.4.1(a).]	x	x	x	Yes, substantially	According to the internal procedure, an open call announcement includes: • the name of the university and the organisational unit; • the position title and type, e.g. assistant, adjunct or university professor; • the title and nature of the position; • the place of work; • a description of the main responsibilities; • the required education, qualifications and competencies;

					• the required professional or research experience; • requirements concerning publications, research projects, teaching or other achievements, where relevant to the position; • additional desirable qualifications, clearly distinguished from the mandatory requirements; • a list of the documents required to be submitted as part of the application. The announcements include links to the application form hosted on the ATS Elevato system. The form contains all the necessary consents and declarations.
13. Are we making full use of EURAXESS to ensure that our research vacancies reach a wider audience?	x	x	x	Yes, completely	We use the EURAXESS portal to advertise vacancies for research positions. All job advertisements for these positions are published in English, enabling us to reach a wider international audience and making the vacancies more accessible to candidates from abroad. This supports openness and the international character of our recruitment processes, in line with the principles of OTM-R.
14. Do we use other job advertising tools?	x	x	x	Yes, completely	To reach candidates with the required competency profiles, the Human Resources Advisory Office (BDP) tailors its approach to each recruitment project individually. Job advertising channels are selected according to the target group. In addition to publishing vacancies on EURAXESS, BDP uses the following platforms and recruitment methods: • Academic Job Vacancy Database (Akademicka Baza Ogłoszeń) • JustJoin.it • Pracuj.pl • Jooble • Indeed • LinkedIn • Facebook • Employee referrals

					In addition to the above tools, the university also uses direct search, an active recruitment method that involves identifying suitable candidates and contacting them directly.
15. Do we minimise the administrative burden on applicants? [see Section 4.4.1(b)]		x	x	Yes, completely	To reduce the administrative burden on candidates, the recruitment process is conducted through an Applicant Tracking System (ATS), which enables the electronic submission of application documents. Candidates are required to submit a complete application, including a CV, a list of scientific publications, and consent to the processing of personal data for recruitment purposes. Information requiring clarification, such as the candidate's availability to teach on campus or preferred form of employment, is discussed directly with the candidate by BDP staff via email, telephone, or during a meeting. This approach avoids the need to prepare additional documents in cases where the necessary information can be obtained through direct communication. The solutions implemented are intended to streamline the application process and reduce the formalities required of candidates.
Selection and Evaluation Stage					
16. Do we have clear rules for appointing selection committees? [see Section 4.4.2(a)]	x	x	x	Yes, completely	In the case of a selection procedure for a practitioner engaged to deliver teaching activities under a civil-law contract, the committee responsible for assessing teaching skills includes the Vice-Dean for the degree programme in which the practitioner is to teach and a representative of the BDP. In the case of a candidate applying for a research and teaching or teaching position under an employment contract, the committee participating in the teaching skills presentation includes the Rector/Vice-Rectors, the Dean/Vice-Deans, the Head of Department or a representative of the field of expertise represented by the candidate, and a representative of the BDP.

					A representative of the BDP invites the relevant individuals electronically to participate in the committee responsible for assessing the candidate's teaching skills.
17. Do we have clear rules regarding the composition of selection committees?		x	x	Yes, completely	Each recruitment process requires a separate selection committee. The BDP is the permanent unit involved in every recruitment process. Heads of academic units (Deans/Vice-Deans) and the university authorities participate in the selection of candidates, both in terms of substantive assessment and decision-making.
18. Are the committees sufficiently gender-balanced?		x	x	Yes, completely	The BDP does not maintain statistics in this area. Given the diversity of recruitment processes, the composition of the teams responsible for hiring decisions changes from one recruitment process to another. Each recruitment process requires the appointment of a separate selection committee. The BDP is the permanent unit involved in recruitment processes. Heads of academic units (Deans and Vice-Deans) and university authorities participate in candidate selection, both in terms of substantive assessment and decision-making. Since the university's senior positions are held by both women and men, both are represented in recruitment processes, and the selection committees are therefore considered to be appropriately gender-balanced.
19. Do we have clear guidelines for selection committees to assess merit in a way that ensures the best candidate is selected?	x	x	x	Yes, completely	Each academic position has its own specific requirements, which are taken into account during the candidate assessment process. Candidates' qualifications and subject-matter expertise are evaluated by experts in the relevant field, in particular the heads of the respective organisational units. The assessment takes into account candidates' individual qualities, academic achievements, experience, and development potential, in line with the requirements and nature of the position. An important element of selected recruitment processes is also an interview conducted by a BDP staff member who is a qualified psychologist. This allows candidates' interpersonal skills to be assessed, including their ability to work in a team, teaching potential, and motivation for further academic development.

					This multidimensional approach makes it possible to consider both candidates' academic achievements and professional competencies, as well as their suitability for performing the duties associated with the position.
Appointment Phase					
20. Do we inform all candidates at the end of the selection process?		x		Yes, completely	The BDP makes every effort to ensure that all candidates receive feedback at the end of the recruitment process.
21. Do we provide candidates with appropriate feedback?	x	x	x	Yes, substantially	Candidates are informed of the decision made. Where more detailed feedback is required, it is always supported by substantive, evidence-based reasons.
22. Do we have an appropriate complaints procedure in place?	x			Yes, substantially	At present, we do not have a separate, formally implemented mechanism for submitting complaints regarding the recruitment process. To date, we have not recorded any cases in which a candidate has lodged a formal complaint about the conduct of a recruitment process. If a candidate has any concerns or is dissatisfied with the recruitment process, they may contact the BDP to discuss and clarify the situation.
Overall Assessment					
23. Do we have a system in place to assess whether OTM-R is achieving its objectives?		x	x	Yes, substantially	Individual stages of the recruitment process are monitored on an ongoing basis, allowing potential areas for improvement to be identified. The conclusions drawn from recruitment processes may provide a basis for further improvement of procedures, particularly with regard to their transparency, openness, and the equal treatment of candidates.

Rzeszów, 15th of October 2026