# Implementation of OTM-R Recruitment Policy at SAS – Q&A

**1. Where can OTM-R documents be downloaded?**

OTM-R documents are available on the website www.hrs4r.sav.sk. The documents are provided in both Slovak and English versions.

**2. What is the procedure for institutes/centers in processing these documents?**

Each institute downloads the OTM-R document from the website, fills in the pre-marked sections, and supplements all relevant information concerning the specific institute. The sections identified for completion are pre-designated by the HRS4R SAS team to ensure a uniform document structure. Additionally, the institute includes the logos of the public research institution (v. v. i.).

**3. Where should the final version of the documents be published?**

Once finalized, the document will be published on the official website of the respective institute/center.

**4. How will the institute implement OTM-R principles in the recruitment process?**

The OTM-R principles will be implemented through professional training sessions organized by the HRS4R SAS team. The training sessions will take place in June 2025 and will provide institutes with practical guidelines for establishing a transparent and open recruitment process.

In addition to training, an **e-learning video** is available for members of selection committees in individual institutes/centers. This video is accessible via the **Oblak SAV** platform and 5serves as a supporting tool for the correct application of OTM-R principles in practice.

**5. Are there opportunities to share best practices in the implementation of OTM-R?**

Yes, institutes have access to two forms of best practice sharing:

- **Oblak SAV** – an electronic platform enabling direct exchange of experiences between institutes.

- **Anonymous sharing via SurveyPlanet.sk** – institutes can anonymously share their experiences and questions related to the implementation of OTM-R. The HRS4R SAS team processes these inputs into a **Q&A format**, which is available on the official website.

**6. What should the institute/center website contain to meet the requirements of the HRS4R strategy at SAS?**

Each institute should ensure that its website includes:

- HR Award logo – The logo must be clearly visible and linked to www.hrs4r.sav.sk.

- OTM-R documents – The documents should be available in both Slovak and English versions to ensure accessibility and transparency.

**7. Will there be a review of the institutes' websites?**

Yes, members of the HRS4R SAS team will conduct a review of the institutes' websites during September 2025. If any shortcomings are identified, they will be communicated directly to the respective institutes.

**8. Are changes to the OTM-R documents allowed?**

The document was officially approved by the Presidium of the Slovak Academy of Sciences on March 12, 2025, and therefore no modifications are currently permitted. Each institute is expected to adopt the document in its approved form.

Since the OTM-R document serves as a pilot framework for recruitment and selection of employees within public research institutions under SAS, it is anticipated that certain necessary adjustments (e.g. exemptions from the recruitment process and others) may arise from practice. These proposed changes are planned to be included as a dedicated point in the new Action Plan for the 2026–2029 period.

As part of this process, institutes will be invited to submit their feedback on the document.

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| Performed by: | Mgr. Dominika Olšovská, HRS4R team |