

Recruitment of teaching and research staff

When there is a concrete need for recruiting new staff, contact Human Resources for support in the planning and administration of the recruitment process.

Step 1 Appointment profile

When preparing new recruitment, the school needs to prepare a draft appointment profile in which the subject area is made concrete and where specific duties and specific requirements in terms of assessment criteria are outlined. The profile is sent to Human Resources where the profile will be prepared for approval by the chair of the appointment committee.

Step 2 Announcement

Decisions on announcing a vacancy are made by the vice-chancellor. The manager in charge completes the form "Underlag för yttrande om beslut av ledigkungörande" (in Swedish) to provide a basis for the decision. A cost estimate must be attached to clarify funding needs. These documents must be approved by the head of school before they are sent to Human Resources for processing and presentation to the vice-chancellor.

Note! Human Resources must have all required documents at least a week prior to the meeting with the vice-chancellor.

Step 3 Time plan

The overall process goal is for teacher appointments to take no more than seven months. Draw up a time plan together with Human Resources, specifying deadlines for the different stages of the recruitment process. You may well put together a recruitment group to help distribute the advert, get suitable candidates interested, and make suggestions for external experts.

Step 4 Advertising

The appropriate advertising strategy is to be discussed between the manager in charge and Human Resources. The minimum option is two weeks on the University's internal and external website and on Public Employment Service's (Arbetsförmedlingen) online job portal *Platsbanken*. The appointment profile determines the way in which the advert is worded. When advertising, target group and budget is taken into account. After the application deadline, Human Resources will confirm receipt of the applications.

Step 5 External expert reports

The external expert nominations should be completed before the application deadline to render the recruitment process more efficient. The subject representative should give reasons as to why a certain external expert has been selected. Once the school has nominated the external experts and these have been approved by the dean, they will be contacted by Human Resources. The deadline for the assignment will also be communicated at this stage. A checklist for the external expert appointments is available.

Step 6 Selection

Once the external expert reports have been received by the University, the selection process will begin. In the selection process, the external expert reports are taken into account, as are the

applicant's profile and the quality of the application. Select those applicants that are of interest for further processing and interviews. Remember to observe the discrimination legislation in force.

Step 7 Interview and any trial lectures or seminars

During the interview, the candidate's competence should be assessed as objectively as possible. An evaluation of whether the person in question matches the requirements and expectations of the organisation as a whole should also be made. Interview questions should be connected to the appointment profile and the duties involved with the aim of determining whether the candidate has the competence and skills required for the position announced. The "*Policy on Employeeeeship*" should be presented to shed light on the University's criteria of 'good employeeeship' and to discuss any expectations on the part of both the university and the candidate.

Interviews should be complemented with a trial lecture or seminar to facilitate further assessment of the candidate's teaching skills and expertise.

Step 8 References

Taking references helps you to find out more about the candidate, to compare your impression with other people's experiences, and to straighten out any question marks. This should be done on the basis of the appointment profile.

Step 9 Statement

The final assessment is based on the application, external expert reports, interview, any trial lectures or seminars, and references. It is important that a comprehensive assessment is made of the candidate and their competence based on the appointment profile, as well as the needs and requirements it specifies. The school conveys the reasons why a certain candidate is nominated for appointment. A statement to that effect should be sent to Human Resources who will bring the matter before the appointment committee.

If there are no qualified applicants for the positions, the appointment procedure may be suspended. Should this be the case, contact Human Resources.

Step 10 Setting salaries and offer of employment

If the appointment committee sanctions the school's nomination for appointment, terms and conditions should be discussed with the person in question before a decision on appointment is referred to the vice-chancellor. When negotiating salary levels, the University's salary policy must be consulted and compliance with the policy will be monitored by Human Resources.

Following the vice-chancellor's decision on appointment, information is forwarded to the local trade union organisations for review.

Preparation for welcome and introduction

Information about preparing practical matters and the ordering of access rights and accounts can be found on Inforum.