

## **Format of the external expert's report (Faculty of Business, Science and Engineering)**

When undertaking the role of an external expert, as much attention shall be given to the assessment of the candidates' educational expertise as to their research expertise. The assessment of each candidate's educational and research expertise shall be based on all documents available in the candidate's file and all assessment criteria shall be observed. The duty of the external experts is to prepare the appointment for the appointment committee at Örebro University and, by means of their assessment, enable the faculty board to make a properly substantiated decision on appointment.

The report shall contain the following information:

- the reference number provided for the position
- the applicant's name and year of birth
- the higher education qualification awarded to the applicant
- whether the applicant meets the eligibility criteria as outlined in the profile for the position
- other qualifications as outlined in the profile and advert for the position met by the applicant
- an assessment of the applicant's current position/previous positions and their relevance to the position applied for
- a concluding statement whether the applicant is deemed to have the expertise and skills required for the position and whether the applicant can be expected to perform the duties involved
- a comparison of those applicants assessed by the external expert that were deemed eligible. This comparison should generate a "leading group", in which those candidates that are the most highly qualified are placed, without, however, any particular order of preference. The reasons for the selection of candidates to this group shall be given in the report based on (i) educational expertise, (ii) research/artistic expertise, and (iii) other assessment criteria. The leading group may consist of 3-5 candidates depending on the total number of applicants.

Sign and post your report, together with the fee payment form, addressed to:  
**Örebro University, Records Office, SE-701 82 Örebro.** Once the report is received by the university, its status is that of a public document and it is therefore subject to the Swedish principle of public access to official records. This means that anyone has the right to read it.