
Shortlisting in connection with the recruitment of academic staff at Health

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team, Health.
In force from 15 September 2018.

Shortlisting

When shortlisting is used, a small number of applicants are selected from among all applicants to receive an assessment of their professional qualifications. The selection is made on the basis of the qualifications, competences, experience and potential that are called for in the job advertisement. This ensures a faster recruitment process and a reduced workload for the assessment committee. Shortlisting may be used for all types of academic positions at Health.

Prerequisites for the use of shortlisting

The decision to make use of shortlisting is part of the initial discussions on the position. It must be stated in the job advertisement that shortlisting will be used. The requirements for applicants stated in the job advertisement form the basis for the shortlisting, assessment and final recommendation for appointment. Once it has been decided to use shortlisting, it cannot later in the recruitment process be deselected.

Selecting applicants for shortlisting

The Head of Department has decision-making authority to select which applicants should undergo an assessment by the assessment committee. Based on the application and following consultation with the appointment committee and the chair of the assessment committee (the shortlisting committee), the Head of Department selects the applicants who best match the department's and the faculty's recruitment needs and meets the qualifications, competences, experience and potential demanded in the job advertisement, including the faculty's criteria for appointment. The selection takes place on the basis of each individual applicant's research and teaching profile, as this appears in the enclosed material such as CV, list of publications, application, teaching portfolio and any research plan/development plan

The appointment committee and the chair of the assessment committee solely advises the Head of Department regarding which applicants the committee considers to be relevant to recommend for further assessment. This means that the appointment committee and the chair of the assessment committee neither decides which applicants are to be assessed by the assessment committee nor considers whether individual applicants are qualified or not qualified. The Head of Department makes the final decision on which applicants are shortlisted for assessment.

A minimum of five applicants must be shortlisted for an assessment of their professional qualifications, unless there are fewer obviously qualified applicants.

Grounds for applications not being recommended for further academic assessment may be as follows:

- That the applicant is obviously not qualified and e.g. lacks formal academic qualifications at the required level or does not have an education within the specific subject area
- That the applicant does not have qualifications within the specific subject area, which the job advertisement covers
- That in comparison with the rest of the field of applicants, the applicant has not documented sufficiently strong research and/or teaching competences
- That the applicant does not meet important areas within the qualification requirements in the job advertisement, such as e.g. teaching experience, or other competences in one or more of job advertisement's core areas
- That material had not been uploaded at the application deadline that makes a real assessment possible (see the guidelines for applicants)
- Or that there are other reasons why the applicant, in relation to the field of applicants in general, should be deemed to have a lesser degree of required qualifications and competences.

The process in the e-recruitment system

The shortlisting committee will receive an email from HR with a link to the e-recruitment system. The email will provide access to application material from all of the applicants as well as the job description. The participants can make their views known using a "Thumbs up / Thumbs down" function for each applicant, as well as by making any comments in the comments field. The Head of Department can then quickly get an overview and carry out the shortlisting.

The shortlisting process is completed once the applicants for the assessment of professional qualifications have been selected. The Head of Department does this by giving each applicant a new status (selected or deselected) and by completing the task, see separate email. Only the Head of Department or a person authorised by the Head of Department may assign the applicant a new status.

Applications that are not recommended for assessment

HR informs the applicants who are not recommended for assessment of professional qualifications. The applicants will at the same time be informed of why they have not been recommended for an assessment and about the process until the completion of the recruitment process. The applicants will receive a final rejection upon the completion of the recruitment process.

Applicants who are selected for assessment

HR informs the applicants that they have proceeded to the assessment of their professional qualifications. These applicants will also be informed of the assessment committee's composition as well as the deadline for the assessment committee's work.

Applicants who are assessed but do not proceed to a job interview

At the end of the recruitment process, the applicants who have been assessed but who have not proceeded to a job interview will receive a final rejection.

Applicants who have completed a job interview but who have not been offered the position

In this case, a more thorough reason for rejection should be given – typically in the form of oral feedback from the manager.