
Shortlisting in connection with the recruitment of academic staff

AT HEALTH, AARHUS UNIVERSITY

Prepared by the faculty management team, Health. In
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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.

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 Head of Department selects the applicants who best match recruitment needs and also meet the requirements listed in the job advertisement.

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

Those who participate in the selection of applicants for assessment of their professional qualifications 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 (shortlisted or not) 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 and complete the process.

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. At the same time, these applicants are 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.