RECRUITMENT PROCEDURES AND ESTIMATED PROCESSING TIME

154 Research assistant
342 Teaching assistant
341 Part-time lecturer
344 Clinical instructor, clinical and 345 Clinical instructor, general medicine
161 Senior clinical instructor of dentistry
135 Teaching assistant professor and 125 Teaching associate professor

Estimated processing time is app. 5½ months before employment contract. From submission of job advertisement text to HR the processing time is app. 4½ months (app. 18 weeks) 2) 3)

There are several possibilities to shorten the processing time – please see below for which parts of the process the department is responsible. Several processes can also run in parallel.

1. Assessment committee: Please see link to "guideline for Head of Department" above.
2. Time spent on shortlisting and selection of appointment committee members has not been included in the processing time, but shortlisting may shorten the assessment committee's process.
3. Time spent on the employee's resignation period in an existing job is not included in the estimated processing time. Neither the obtaining of approved residence and work permit if the new employee is not a Union citizen or EEA national (processing time approx. 1½ months and further 1 month around Summer and Christmas).

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1. See guidelines for Heads of Department
2. Job advertisement text
3. Considerations about advertising media
4. Considerations about salary level, if relevant
5. Considerations about shortlisting and thereby preliminary proposal for an appointment committee (see guidelines for appointment committee)
6. Preliminary proposal for an assessment committee
7. Shortlisting-process, if relevant, and thereby selection of appointment committee members
8. Contact to possible assessors and appointment of assessment committee members, incl. Declaration of impartiality
9. Approval from the Head of Department
10. Assessment process (2-3 weeks – different deadline may be agreed) (see guidelines for assessment committees)
11. Final validation in assessment committee
12. Approval from the Head of Department
13. Applicants selected for interviews
14. Interviews
15. Decision regarding which candidate is to be recommended for appointment

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