Estimated processing time is app. 6 months before employment contract. From submission of job advertisement text to HR the processing time is app. 5 months (app. 21 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 must consist of two internal members at associate professor level as a minimum, including one member from another department.
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
5. Considerations about shortlisting and thereby preliminary proposal for an appointment committee (see guidelines for appointment committee)
6. Preliminary proposal for an assessment committee

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1. Preliminary work (1 week), incl. further information from the department and incorporation of the text in the e-recruitment system
2. Position advertised for a minimum of 2 weeks
3. Applications

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1. Shortlisting-process, if relevant, and thereby selection of appointment committee members
2. Contact to possible assessors and appointment of assessment committee, incl. Declaration of impartiality (2 weeks)
3. Approval from the Head of Department and the Academic Council (1 week)
4. Assessment process (6 weeks – different deadline may be agreed) (see guidelines for assessment committees)

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1. Final validation in assessment committee
2. Approval from the Head of Department
3. Applicants selected for interviews
4. Interviews
5. Decision regarding which candidate is to be recommended for appointment

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1. Discussions of pay level with HR
2. Recommendation of new employee is sent to HR via Medarbejderstamkort
3. After completion of the salary negotiations rejections to the candidates, who have been invited to job interviews

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1. Obtaining approval from the Head of Department
2. Further information from the employee (1 week)
3. Preparation of a salary offer (See salary agreement catalogue)
4. Salary negotiations (2 weeks)
5. Rejections to the applicants who were not invited to a job interview
6. Prepares and sends employment contract
7. Registrations in HR-systems

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1. User access etc. can be set up
2. Organisation of work place
3. Etc.

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Welcome
Introduction to AU, the faculty and the department