Estimated processing time is app. 4 months before employment contract. From submission of job advertisement text to HR the processing time is app. 3 months (app. 11 weeks) 1

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. 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).

2. Time spent on readvertisement is not included in the estimated processing time.

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1. Se guidelines for Department Heads/administrative Centre Managers
2. Considerations about salary level and collective agreement
3. Job advertisement text
4. Preliminary proposal for an appointment committee
5. Appointment committee discuss the proposal for appointment within the given subject area
6. Considerations about advertising media

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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
4. Readvertisement, if relevant

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1. Selection of appointment committee members
2. Applicants selected for interviews
3. Interviews
4. 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. User access etc. can be set up
2. Organisation of work place
3. Etc.

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1. Welcome
2. Introduction to AU, the faculty/area and the department/section/unit