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# GUIDELINES FOR MANAGERS ON TECHNICAL AND ADMINISTRATIVE APPOINTMENTS

AT HEALTH, AARHUS UNIVERSITY

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Prepared by the faculty management team, Health.  
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## Table of contents

1. General information on the appointment of technical administrative staff .....	3
1.1 Delegation.....	3
1.2 Scope of the guidelines .....	3
1.3 Target group and legal framework .....	3
2. Schematic checklist over the recruitment process .....	4
3. General information on job advertisements and appointments.....	5
3.1 Advertisement.....	5
3.1.1 Process plan for recruitment .....	5
3.1.2 Job advertisement.....	5
3.2 Appointment committee .....	5
3.2.1 Composition of the appointment committee.....	5
3.3 Re-advertisement.....	6
4. Job interview.....	6
4.1 References .....	6
5. Recommendation and decision regarding appointment .....	6
6. Extension of a fixed-term period of employment .....	6

## 1. General information on the appointment of technical administrative staff

### 1.1 Delegation

The dean is responsible for recruiting staff at Health and for ensuring that the recruitment takes place in accordance with applicable laws, rules and guidelines. The dean has delegated the recruitment authority to the Head of Department and Administrative Centre Manager in accordance with these faculty guidelines.

### 1.2 Scope of the guidelines

These guidelines deal with the appointment of technical and administrative staff (TAP) at Aarhus University (AU), Health, irrespective of their geographical affiliation or the type of position within the technical and administrative area.

### 1.3 Target group and legal framework

The target group for these guidelines are Heads of Department and Administrative Centre Managers at Health. The guideline is based on the following applicable legislation and guidelines.

- [The University Act](#) (in Danish)
- [Aarhus University's By-laws](#)
- [Consolidation Act on Fixed-Term Employment](#) (in Danish)
- [Medarbejder- og Kompetencestyrelsens Salary Scale](#) (in Danish)
- [Salary Agreement Catalogue for Health](#)

## 2. Schematic checklist over the recruitment process

<b>CHECKLIST: EMPLOYMENT IN TECHNICAL ADMINISTRATIVE POSITIONS</b>	
<b>JOB ADVERTISEMENT</b>	
<b>The hiring manager</b>	Decides to advertise the position and prepares job advertisement ( <a href="#">Danish/English</a> ). The hiring manager appoints the <a href="#">appointment committee</a> .
<b>The hiring manager</b>	Sends the job advertisement and relevant job information to HR in order to initiate the recruitment process in the e-recruitment system. This is to be sent to the relevant joint <a href="#">mailbox for Health HR</a> .
<b>HR</b>	Assists with advice on the formal requirements of the advertisement text, choice of media, schedule for the whole appointment process etc. As a rule, technical administrative positions must be advertised for a minimum of 2 weeks.
<b>HR</b>	Sets up the position in the e-recruitment system and publishes the job advertisement in the selected media, including always on the AU website and at jobnet.dk. HR also provides access to the e-recruitment system for the hiring manager and other relevant persons.
<b>APPLICATION</b>	
<b>Applicant</b>	Sends the application, along with supplementary material, electronically via a link in the job advertisement to HR via AU's website (the e-recruitment system), before the application deadline.
<b>HR</b>	An automatic confirmation that the application has been received is sent to the applicant via the e-recruitment system.
<b>JOB INTERVIEWS AND RECOMMENDATION FOR APPOINTMENT</b>	
<b>The hiring manager</b>	Selects applicants for interview on the basis of the appointment committee's assessment. The appointment committee (by the hiring manager/secretary) invites applicants for an interview. The hiring manager <a href="#">obtains relevant references</a> after agreement with the candidate.  The appointment committee advises the hiring manager on the recommendation for appointment.
<b>The hiring manager</b>	Selects candidate for employment in the e-recruitment system and recommends for appointment via the employee registration system ( <i>Medarbejderstamkortet</i> ).
<b>OFFER OF EMPLOYMENT</b>	
<b>The hiring manager</b>	Informs the chosen candidate of the offer of employment and that a salary offer will be prepared as soon as possible.
<b>The hiring manager</b>	Discusses the pay level with HR prior to the salary negotiations
<b>HR</b>	Prepares the salary offer and sends this to the chosen candidate. Next, the salary negotiations is underway.
<b>The hiring manager</b>	Once the chosen candidate has accepted the salary offer, the hiring manager informs any internal applicants as well as applicants who were invited to an interview that their applications were rejected.  Provides HR with the names of those who have been to a job interview or were internal applicants and informs HR that rejections can be sent to all other applicants. This takes place via the e-recruitment system.
<b>HR</b>	Prepares an contract of employment and sends it to the candidate in question.
<b>HR</b>	Sends rejection letters to the other applicants via the e-recruitment system and as agreed with the hiring manager.
<b>OTHER</b>	
<b>HR</b>	Undertakes the required registering in HR- and payroll systems and files the relevant personnel case documents in Workzone.

### 3. General information on job advertisements and appointments

Appointments to technical administrative positions must take place on the basis of the current guidelines for recruitment at Health, and they must be based on the department's specific recruitment strategy, which must comply with the general guidelines at Health.

#### 3.1 Advertisement

As a rule, all technical and administrative positions must be advertised. In special cases technical and administrative staff members may be appointed without prior advertisement for a period of up to one year. For example in connection with holiday relief, temporary positions and other short-term employment that is not expected to exceed one year<sup>1</sup>. Appointments for more than one year must always take place after a public call for applications.

A fixed-term or project-specific contract of employment may be entered into for an already agreed period of time or for the performance of a specific task. Such employment entails that the employment is terminated when the fixed-term has elapsed, or when the task has been carried out.

##### 3.1.1 Process plan for recruitment

Prior to the announcement of a technical administrative position, the hiring manager is encouraged to fill in the "Process plan – technical administrative positions" ([Danish/English](#)). The process plan is a tool for the hiring manager and should be seen as a help in planning the recruitment process.

##### 3.1.2 Job advertisement

The hiring manager consults with relevant employees in relation to the design of the job advertisement, and the manager is responsible for ensuring that the content of the position appeals to as focused a pool of applicants as possible, including living up to the university's policy on diversity and gender equality.

The advertisement of technical administrative positions is based on the "Template for job advertisement – technical administrative positions" ([Danish/English](#)).

### 3.2 Appointment committee

The selection of the appointment committee's members takes place either concurrently with the preparation and finalisation of the job advertisement or immediately after the approval of the job advertisement.

#### 3.2.1 Composition of the appointment committee

An appointment committee is set up<sup>2</sup> which undertakes appointments to technical administrative positions.

The appointment committee consists of employees from the relevant unit with the following composition:

- A management representative who is chair
- Two employee representatives from the relevant unit
- If deemed necessary, the appointment committee may, in special cases, be supplemented by several members.

For further information about appointment committees, including information about conflicts of interests and the appointment committees' work, please see "[Guidelines for appointment committees](#)".

For further information about the appointment committees confidentiality and GDPR, please see "[Guidelines regarding confidentiality and GDPR for appointment and assessment committees](#)".

<sup>1</sup> In accordance with the Consolidation Act on Fixed-Term Employment Section 3 (2)

<sup>2</sup> Positions that are not advertised are exempt from the requirement for an appointment committee.

### 3.3 Re-advertisement

After the deadline, the hiring manager must assess whether there is a sufficient number of qualified applicants for the position. If the assessment is that none of the applicants who applied in due time are sufficiently qualified for the position, or if it is probable that a new advertisement (re-advertisement) will lead to additional qualified applicants, then the position may be advertised again.

Before the position is re-advertised, it should be considered to revise the job advertisement and the choice of advertising media to ensure that the job advertisement is formulated optimally in relation to the target group.

If the position is re-advertised, this must be stated in the job advertisement and the re-advertisement must be for a minimum period of 14 days.

## 4. Job interview

The hiring manager decides on the selection of applicants for job interviews following advice from the appointment committee and initiates them. It is possible to carry out an additional job interview with the preferred candidate(s).

If the appointment committee has a desire and/or need for references to supplement the interview, these may be obtained. In special cases, a personal profile test may also be conducted.

### 4.1 References

References should be obtained as part of the efforts to employ the best qualified applicant. Obtaining references requires the consent of the applicant.

For further information about obtaining references, please see ["Guidelines for obtaining references"](#).

## 5. Recommendation and decision regarding appointment

After the job interviews have been held, the appointment committee advises the hiring manager on the recommendation for appointment. The appointment committee must endeavour to reach an agreement on who they will recommend. The hiring manager makes the final decision regarding the appointment to the position.

## 6. Extension of a fixed-term period of employment

As a general rule, a technical administrative employee cannot be granted an extension of a fixed-term employment. A fixed-term employee may, therefore, either resign from the position or be employed in a permanent position.

However, fixed-term extension may take place if the extension is due to objective conditions. For technical and administrative staff members, this means that there must be an objective reason for each extension of the fixed-term employment<sup>3</sup>.

<sup>3</sup> In accordance with the Consolidation Act on Fixed-Term Employment Section 5 (1) (on objective conditions)