Process plan – Technical administrative staff

This is a tool for the manager making the appointment. The process plan is intended to help with *deadlines* during the appointment of technical administrative staff.

There are several options to shorten the time required for the process – please see where the department is responsible for the individual processes. Some processes can also take place simultaneously.

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| **FINISHED** | **TASK** | **SUBTASKS** | **DATE** |
|[ ]  **Job advertisement** | The department management team prepares a draft of the advertisement in accordance with the template for job advertisements ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-stillingsopslag-TAP.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-job-advertisement-technical-administrative-positions.docx)) with the support of HR. | Week X 4 months before start date |
|[ ]  **Appointment committee appointed** | The hiring manager appoints the appointment committee in accordance with [guidelines for appointment committees](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-appointment-committees.pdf). * Chair for appointment committee
* …
* …
 | Week X 4 months before start date |
|[ ]  **Advertising plan for the job advertisement** | Discussion of the advertising plan together with the choice of media with management team and with the support of HR.  | Week X 4 months before start date |
|[ ]  **Consider ordering personal profile test** | Hiring manager agreements with HR: * What type of test is required
* Participants in test feedback

HR will order the test at a consultancy firm and handle communication to applicants. | Week X 4 months before start date |
|[ ]  **Application deadline, advertising period and date for interviews**  | The job advertisement is published online during the period [dd/mm/yy] to [dd/mm/yy] (*minimum 2 weeks*). Determine the date for job interviews. | Week X 4 months before start date |
|[ ]  **Selection of applicants for interview** | Hiring manager provides feedback to HR on which applicants are to be invited for job interview. | Week X 3.5 months before start date |
|[ ]  **First round of interviews** | The first round of interviews is held, including assessment. One hour per applicant is allocated.* Appointment committee selects applicants for test
* Appointment committee specifies particular points of attention for applicants, so that the test can 'examine' this in more detail
* Hiring manager will provide telephone feedback to applicants about whether they will be invited for a second interview or not
* Hiring manager notifies HR whether the selected applicants wish to proceed to the test and the second interview
 | Week X (dd/mm/yy)3.5 months before start date |
|[ ]  **Candidate information is forwarded (if test is used)** | HR submits the applicants' application, CV and points of attention to the test consultant. | Week X3.5 months before start date |
|[ ]  **Test feedback (if test is used)** | Test period with feedback for the hiring manager of applicants. | Week X3 months before start date |
|[ ]  **Draft of the salary offer and contract** | HR prepares a draft salary offer and contract and revotes the mandate.  | Week X3 months before start date |
|[ ]  **Second round of interviews (if needed)** | Second round of interviews is held, including assessment. One hour per applicant is allocated. * Hiring manager provides telephone feedback to applicants on whether or not they are offered the position.
* Hiring manager notifies HR whether the selected applicant wishes to begin negotiations on pay and terms of employment.
 | Week X(dd/mm/yy)2.5-3 months before start date |
|[ ]  **References** | The chairman of the appointment committee obtains [references](https://health.au.dk/en/about-health/vacant-positions/recruitment-procedures-at-health/obtaining-references/). | Week X 2.5 months before start date |
|[ ]  **Recommendation for appointment** | The appointment committee advises the hiring manager on the recommendation for appointment. Hiring manager recommends the appointment via the employee registration system (*medarbejderstamkort*).  | Week X 2.5 months before start date |
|[ ]  **Pay negotiations and terms of employment** | Hiring manager offers the position to the chosen candidate. HR negotiates with selected applicant/organisation. | Week X 2 months before start date  |
|[ ]  **Onboarding and introduction** | Begin discussion and planning of onboarding and introduction of new employee. Inspiration and tools can be found [here](https://medarbejdere.au.dk/en/administration/hr/recruitmentandonboarding/onboarding/).  | Week X 1 months before start date |
|[ ]  **Start** | The new member of academic staff begins work on dd-mm-yy.  | Week X  |