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 X  3.5 months before start date |
|  | **Test feedback (if test is used)** | Test period with feedback for the hiring manager of applicants. | Week X  3 months before start date |
|  | **Draft of the salary offer and contract** | HR prepares a draft salary offer and contract and revotes the mandate. | Week X  3 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 |