Process plan – Other academic staff

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

Approximately 6 months before the desired start date the department management team decides to post the job advertisement and begins following consideration:

* Consideration of shortlisting and, if so, preliminary proposal for appointment committee.
* Preliminary proposal for an assessment committee. Pay attention to gender equality and bias.

Process plan without shortlist

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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-oevrige-vip.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-job-advertisement-other-academic-positions.docx)) and with the support of HR. | Week X 5.5 months before start date |
|[ ]  **Advertising plan for the job advertisement** | Discussion of the advertising plan together with the choice of media with peers/management team and with the support of HR.  | Week X 5.5 months before start date |
|[ ]  **Job advertisement**  | The job advertisement is published online during the period [dd/mm/yy] to [dd/mm/yy] (*minimum 2 weeks*). Determine the deadline for the assessment committee’s work together with HR along with the date for job interviews. | Week X 5 months before start date |
|[ ]  **Appointment committee appointed** | After the deadline for applications, at the latest, the head of department appoints the appointment committee with the head of department or another manager (authorised by the head of department) as chair cf. [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). | Week X 4.5 months before start date |
|[ ]  **Assessment committee appointed** | The head of department appoints the assessment committee cf. [Guidelines for Heads of Department – Other academic positions.](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-other-academic-positions.pdf) | Week X 4.5 months before start date |
|[ ]  **Assessment committee prepares assessments** | The assessment committee carries out the assessment of the applicants' academic level cf. [Guidelines for assessment committee](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-assessment-committees.pdf) (*6 weeks* - an alternative deadline may be agreed). The template ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-bedoemmelse-oevrige-videnskabelige-stillinger.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-assessment-other-academic-positions.docx)) is used for assessment.  | Week X 3-4.5 months before start date |
|[ ]  **Job interviews**  | The head of department selects applicants to be interviewed and the job interviews are held, if necessary online. Contact HR for inspiration for structuring job interviews.[References](https://health.au.dk/en/about-health/vacant-positions/recruitment-procedures-at-health/obtaining-references/) are obtained where applicable. | Week X (dd/mm/yy)3 months before start date |
|[ ]  **Recommendation for appointment** | The appointment committee advises the head of department on the recommendation for appointment. The head of department takes a decision regarding which applicant is to be recommended for appointment.  | Week X 2.5 months before start date |
|[ ]  **Pay negotiations and terms of employment** | The head of department offers the position to the chosen candidate. Discusses salary level with HR.  | Week X 2 months before start date  |
|[ ]  **Onboarding and introduction** | Begin to plan the 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 candidate takes up the position on dd-mm-yy.  | Week X  |

Process plan with shortlist

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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-oevrige-vip.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-job-advertisement-other-academic-positions.docx)) and with the support of HR. | Week X 5.5 months before start date |
|[ ]  **Advertising plan for the job advertisement** | Discussion of the advertising plan together with the choice of media with peers/management team and with the support of HR.  | Week X 5.5 months before start date |
|[ ]  **Job advertisement**  | The job advertisement is published online during the period [dd/mm/yy] to [dd/mm/yy] (*minimum 2 weeks*). Determine the deadline for the assessment committee’s work together with HR along with the date for job interviews. | Week X 5 months before start date |
|[ ]  **Appointment committee appointed** | After the deadline for applications, the head of department appoints the appointment committee with the head of department or another manager (authorised by the head of department) as chair. When shortlisting is used, the head of department furthermore appoints the chair of the assessment committee who later has a task with the appointment committee and the head of department.  | Week X 4.5 months before start date |
|[ ]  **Shortlisting** | Based on advice from the appointment committee and the chair of the assessment committee, the head of department selects the candidates to proceed with and assess in accordance with the guidelines on “[Shortlisting in connection with the recruitment of academic staff at Health](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Shortlisting-academic-staff.pdf)”. | Week X 4.5 months before start date |
|[ ]  **Assessment committee appointed** | The head of department appoints the assessment committee cf. [Guidelines for Heads of Department – Other academic positions.](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-heads-of-department-other-academic-positions.pdf) | Week X 4.5 months before start date |
|[ ]  **Assessment committee prepares assessments** | The assessment committee carries out the assessment of the applicants' academic level cf. [Guidelines for assessment committee](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/PDF/Guidelines-for-assessment-committees.pdf) (*6 weeks* - an alternative deadline may be agreed). The template ([Danish](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Skabelon-til-bedoemmelse-oevrige-videnskabelige-stillinger.docx) / [English](https://health.au.dk/fileadmin/www.health.au.dk/Om_Health_Ekstern/Ledige_stillinger/Ansaettelsesprocedurer/Word/Template-for-assessment-other-academic-positions.docx)) is used for assessment.  | Week X 3-4.5 months before start date |
|[ ]  **Job interviews**  | The head of department selects applicants to be interviewed and the job interviews are held, if necessary online. Contact HR for inspiration for structuring job interviews.[References](https://health.au.dk/en/about-health/vacant-positions/recruitment-procedures-at-health/obtaining-references/) are obtained where applicable. | Week X (dd/mm/yy)3 months before start date |
|[ ]  **Recommendation for appointment** | The appointment committee advises the head of department on the recommendation for appointment. The head of department takes a decision regarding which applicant is to be recommended for appointment.  | Week X 2.5 months before start date |
|[ ]  **Pay negotiations and terms of employment** | The head of department offers the position to the chosen candidate. Discusses salary level with HR.  | Week X 2 months before start date  |
|[ ]  **Onboarding and introduction** | Begin to plan the 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 candidate takes up the position on dd-mm-yy.  | Week X  |