

Recruitment process – plan of action

Position:		
Responsible	Task	Deadline
HoD VILU HoS	Pre-analysis of needs – draft job ad	
HoD	Draft recruitment plan of milestones, actions and actors	
HoS	Appoints search committee	
Search committee	<ul style="list-style-type: none"> - Identify international channels for publication of ad - List of potential applicants - Contact them <ul style="list-style-type: none"> o Networks o Conferences o Other events - Motivate them to apply focusing on <ul style="list-style-type: none"> o Academic/non-academic aspects of SDU o Danish welfare system o SDU spouse programme - Invite potential applicants to give talk and/or guest lecture - Plan visit, incl. group lunch, meet with HoD and/or HoS, dinner with 1-2 non-managerial colleagues 	
Search committee	File short report to HoD	
HoD	Publication of job ad (secretariat) Appoints assessment committee (3 members: 1 internal, 2 external)	
Application process (1 month is standard, min. 14 days, publication) – followed by hearing of assessment committee with applicants – 1 week		
Chair of search committee	Circulates ad in relevant networks, mailing lists etc.	
HoD	Decides on appointment committee consisting of HoD, VILU, HoS, 1 from another section + others, if relevant, of both genders. For professors also dean and academic council. Book preliminary interview date(s) through secretariat	
HoD Chair of assessment committee	Meet to discuss process	
HoD	Informs assessment committee of dept. gender equality policy, recruitment policy, SQM and specifics of ad	
HoD Chair of assessment committee	Receive list of applicants Decide on short-list candidates and inform P&Ø Information is sent to all applicants	
Assessment committee	Receive short-list applications	

Assessment committee	Complete preliminary assessment report	
HoD Chair of assessment committee	Decide whether to assess any non-short-listed candidates	
Hearing of assessment with applicants – 1 week		
HoD	Receives assessments	
HoD HoS	Decide on candidates for interview - informs admin and applicants are invited for interview	
HoD	Decides on testing	
HoS	Plans guided tour and dinner for interviewee with non-managerial section member	
Interviews		
HoD	Decides on employment Salary negotiations Informs secretariat	
Contract is completed		
HoS	Detailed plan for onboarding (deadline 1 week before start date) <ul style="list-style-type: none"> • Contacts new employee • Invites to section events, if relevant • Plans short welcome meeting • Plans a concrete task • Assigns contact person of same staff category • Asks for presentation text 	
Contact person	<ul style="list-style-type: none"> • Plans first day incl. guided tour of dept. and SDU, and secretariat for key, welcome material etc. • Checks in on new colleague regularly • Suggests coffee, joint lunch etc. • Helps with any questions, issues etc. • Arranges participation in meetings in the Academic Study Board and another section during first 6 months 	•
Secretariat	Prepare/ready: <ul style="list-style-type: none"> • PC • Phone no. • Mail address/user account • Employee ID • Office furniture, if necessary, incl. nameplate • Welcome material • Register details in PDS and SDU phone book • Office key • Pigeon hole • Sign up for Danish classes, GDPR course etc. 	
First day of work		
HoD, VILU, HoSec	Welcome meeting (November + March) presentation of <ul style="list-style-type: none"> • Dept. strategy, other related strategies and policies (GEP, Staff policy, SQM) • Administrative assistance 	

	<ul style="list-style-type: none"> • Policies on sharing Outlook calendar; CV, publications/activities in PURE etc. • Pedagogical strategy • Norm system • Other relevant information 	
HoD	Short bilateral meetings	