

## Handling Applicants with Preferential Rights Due to Disability (for Managers)

### 1. When the application is received:

- You will automatically be notified in HCM if an applicant uses the preferential rights scheme for persons with disabilities.
- You must not request documentation of the disability, as the Danish Agency for Labour Market and Recruitment states that the preferential right can be applied based on a self-assessed disability.

### 2. Initial screening:

- Check whether the applicant meets the **formal requirements** stated in the job posting (education, language, and for VIP positions, a PhD if required for the role).
- If yes: **TAP**: Invite the applicant to an interview. **VIP**: Shortlist the applicant for academic assessment.

### 3. After interviews/academic assessment:

- If the applicant is not selected for employment, you must provide a justification explaining why the applicant is not being considered and what criteria were emphasized.
- Send a brief justification (2–3 lines) to SDU HR, Staff Office ([pers@sdu.dk](mailto:pers@sdu.dk)), including:
  1. Position number
  2. Name of the applicant
  3. Relevant professional/personal competencies that justify the deselection
    - The rejection must **not** be due to the applicant's disability.
- **Pause in the recruitment process** (for a maximum of a few days):
  1. You **must not** send a rejection before SDU HR has given approval.
  2. You **must not** make an offer of employment before SDU HR has given approval.
- SDU HR will contact the applicant's municipality of residence.
- If the municipality requests a negotiation, SDU HR will handle this.

### 4. When SDU HR responds (within a few days):

- You may now send rejections to all non-selected applicants – including the applicant with preferential rights.

### 5. Note the exceptions where preferential rights do not apply:

- If you intend to hire an **internal candidate** (e.g., maternity cover, temporary employee, trainee).
- If the applicant is a **non-EU/EEA citizen without a valid residence permit**.
  - If the applicant has a valid residence permit and the right to work in Denmark → preferential rights apply as normal.