## This guide provides advice on how to write a good job posting and what to include in a job posting.

A good job posting meets the applicant’s needs, ensures that the applicant has sufficient knowledge and information to apply for the position and brands SDU as an attractive workplace.

**Short Description for Internal Candidates:**

Elaborate on the headline in a short teaser that describes what the position is about in brief and what the applicant can gain from applying for the position. This text also addresses Jobnet, LinkedIn and social media. It should attract the attention of potential candidates.

**Heading**
The headline should be precise, concrete and catchy. It must include the name or title of the position.

The position is advertised for a period of **<number>**year(s) **<if applicable**:**with the possibility of extension>**. Start date to be agreed upon.\*

**Outline the tasks before the desired skill set**
Use the job and Degree Qualifications Profile (DQP) as inspiration. Consider what is particularly important to emphasise about the position. What makes this job special? What areas of the job will motivate the applicant?

**A good, specific, open job posting**
In general, potential candidates are looking for a new job to get:
- More opportunities for learning/skills development
- New challenges
- A better culture
- Better pay and benefits
- A position that matches their skill set
- A position with a better work-life balance
- Career development/promotion

It’s a good idea to describe which of these motivational factors the specific position has in the job posting.

Describe the 5–7 primary and prioritised tasks of the job. It’s a good idea to combine text and bullet points. You may also want to describe the job’s performance goals. What goals does the employee need to achieve to be successful?

Consider whether there are any specialised terms, IT systems or similar that need to be highlighted.

**Prioritise the desired skills**
Describe a set of desired skills rather than a checklist where candidates must be able to tick each and every skill off the list. This allows a greater pool of qualified candidates to apply for the position.

Start by describing the professional requirements and experience needed, as well as key personality traits.

**Specify education requirements**
Specify whether a specific educational background is a requirement or whether it may be legitimate to apply even if the educational background may be different than what is expected.

**<**If possible known candidate does not have a certificate in higher education pedagogy: If the preferred candidate has research qualifications at associate professor level, but the candidate’s teaching qualifications are not judged to be at a sufficient level, the associate professor must register with a [higher education pedagogy](https://www.sdu.dk/da/om_sdu/institutter_centre/c_unipaedagogik/universitetspaedagogikum) course as soon as possible after the appointment date. In this case, a new assessment will be initiated no later than four months before the 2-year employment period expires. A possible extension requires a positive assessment.>\*

**Describe the workplace**(Faculty or department) and city (be specific regarding the location of the workplace, also if, by agreement, the workplace can be located in, for example, Sønderborg or Esbjerg. You cannot change the location of the workplace in the job posting once the advertisement has been published)

Candidates pay less attention to the description of the workplace; therefore it’s a good idea to communicate this information at the end of the job advertisement.

Provide details about the department (number of employees, organisational structure, culture, values and tone, references, etc.) You may also want to link to the unit’s website.

**Describe the recruitment process**
What are the next steps in the job process? Who can be contacted if there are any questions? It is of great importance for the candidates to know when the different deadlines are in the recruitment process.

Shortlisting may be used as part of the assessment process.

The job posting may state that applicants can read more about the assessment process on the University of Southern Denmark’s website here: [https://sdunet.dk/en/servicesider/hr/rekruttering-og-onboarding/vip/bedoem](https://sdunet.dk/da/servicesider/hr/rekruttering-og-onboarding/vip/bedoem)

**Describe the terms of employment**
Describe if it is a permanent position/temporary/project position/etc. of [number of hours] hours per week. For fixed-term employment, enter the period of employment here.

The appointment takes place in accordance with the collective agreement between the Ministry of Finance and the Danish Confederation of Professional Associations for academics in the Danish state with the associated circular on the protocol on job structure for academic staff at universities and the provisions for the position of associate professor as described herein.

Start date and place of work are also indicated.

**Write the deadline and requirements for the application**

Describe the CV requirements, including that education and work history must be month and year specific.

Describe the required documentation for exams, experience etc. based on the type of position.

You must upload a motivated application, your CV and other material you would like to include in the assessment.

Open the ‘Apply now’ link to fill out the application form and upload your files.

**The application must include (all attachments must be in Adobe PDF format):**

* Motivated application
* Curriculum vitae
* Copy of diplomas including documentation of the PhD degree or equivalent
* T[eaching portfolio](https://www.sdu.dk/da/om_sdu/fakulteterne/sundhedsvidenskab/jobs/portfolio). You can find inspiration for structuring your teaching portfolio on the Faculty’s teaching portfolio page: <https://sdunet.dk/en/enheder/fakulteter/naturvidenskab/undervisning/undervisningsportfolio>
* Research plan (including an account of own research and preferably a vision for future research in the research unit at the hospital\*)
* A complete, numbered list of publications\*
* X (number) scientific, peer-reviewed publications which the applicant wants included in the assessment of his/her scientific qualifications. Please note that one PDF or DOCX file must be attached for each publication.\*
* **<If applicable: A statement of other qualifications relevant to the position>\***

Documents should not contain a CPR number (civil registration number) – in this case, the CPR number must be crossed out.

The application and CV must not exceed 10 MB.

The University of Southern Denmark wishes to reflect the surrounding community and therefore encourages everyone, regardless of personal background, to apply for the position.

**Fields marked with \* are NOT mandatory**