# Template for expert opinion in relation to recruitment of academic staff at the University of Southern Denmark

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| June 12, 2024  Name of Assessor |
| xxx@xxx.dk  Telephone.: +45xxxxx |

The expert opinion must be carried out by at least one academic staff member (at minimum associate professor level).

An expert opinion must contain:

1. Brief presentation of the applicant based on the submitted CV.
2. Assessment of qualifications.
3. Conclusion that unambiguously concludes and justifies an assessment as qualified or not qualified for the advertised position.

*You can either write the expert assessment in the template and subsequently copy the text into Oracle Recruiting Cloud under the individual candidate or write the expert assessment in SDU’s recruitment system Oracle Recruiting Cloud under the individual candidate.*

*If the recruitment is taking place* ***without a job advertisement, please*** *fill out this template for assessment and forward it via e-mail. Do not use Oracle Recruiting Cloud in this case.*

***Please note that you may refer to Appendix 1 of this template to consider which details to include in your assessment of the candidate.***

See also the [assessment section on the University of Southern Denmark's recruitment portal](https://sdunet.dk/da/servicesider/hr/rekruttering-og-onboarding/vip/bedoem).

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| 1. Brief presentation of the applicant based on CV.  2. Assessment of scientific and teaching qualifications.  3. Conclusion. |
| 4. Qualified/Not qualified. |

***Appendix 1: detailed descriptions that may be used for inspiration for the assessment.***

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| 1. Brief presentation of the applicant based on CV.  *Presentation of the applicant's name, final academic degree and year, as well as the name of the university that awarded the final degree.*  *Following this, an outline of the applicant’s academic career: Year of employment; study and research stays of a certain duration.* |
| 2. Assessment of scientific and teaching qualifications  *Assessment of:*   * *teaching qualifications, including, if relevant, whether the candidate has work experience* * *other qualification requirements, if applicable to the position.* |
| 3. Conclusion  *Conclusion which, based on the assessment of scientific qualifications, unambiguously concludes and justifies an evaluation as qualified or not qualified for the advertised position.* |
| 4. Qualified/Not qualified.  *Please state clearly whether a candidate is either “qualified” or “not qualified”.* |