

Adding members to appointment committees and assessment committees

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If you encounter any problems adding external committee members, please contact your local e-recruitment superuser: www.medarbejdere.au.dk/emplysuperbruger

General information

All Emply users must be registered in the employee registration system

Medarbejderstamkortet before they can access the e-recruitment system. All members of AU staff are already registered in the *Medarbejderstamkortet* system, which means that it is only necessary to register external members of the appointment and assessment committees in *Medarbejderstamkortet*.

Appointment committees

Appointment committees – internal members (AU employees)

Registration in the *Medarbejderstamkortet* system

If you wish to add AU employees to an appointment committee, there is no need to register them in the *Medarbejderstamkortet* system first – they are already registered.

Appointment committees – external members

If you wish to add external members to an appointment committee, for example an external recruitment consultant, you must register them in the *Medarbejderstamkortet* system and describe their working relationship to AU.

Please note that external people registered in this system can gain access to all AU services, including mailing lists, shared drives and other systems. If you wish to limit the services they can access, please contact your local IT support.

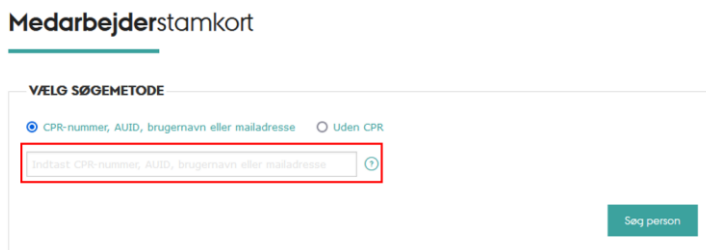
How to register an external person in the *Medarbejderstamkortet* system

If the person in question has a Danish CPR number, use this number to register them in the *Medarbejderstamkortet* system. If the person does not have a Danish CPR number, you need their first name, surname, date of birth, email address, gender and citizenship to register them in the system.

1. Go to mit.au.dk/ and open *Medarbejderstamkortet*.

Registering a person with a Danish CPR number

2. Enter the person's CPR number in this box.



The screenshot shows the 'Medarbejderstamkort' system interface. At the top, it says 'VÆLG SØGEMETODE'. Below this, there are two radio buttons: 'CPR-nummer, AUID, brugernavn eller mailadresse' (which is selected) and 'Uden CPR'. Below the radio buttons is a text input field with a red border and a magnifying glass icon on the right. The placeholder text in the field is 'Indtast CPR-nummer, AUID, brugernavn eller mailadresse'. At the bottom right of the form is a green button labeled 'Søg person'.

3. Click 'Søg person'
4. If the person is already known to AU, a window like this will come up:

5. If the person is not already known to AU, you need to complete the gender ('køn') and citizenship ('statsborgerskab') fields manually.
6. Complete the email address ('mailadresse') field under the 'private kontaktoplysninger' heading. This email address will be transferred to Empty Hire.
7. Do not send an IT welcome email. Instead, once you have added the external member to the appointment committee, send a specific email describing how they can access the application material. You can read more about this on page 6.

Registering a person without a Danish CPR number

2. Select 'Uden CPR'

3. Enter the following details (first name, surname, date of birth and email address):

4. Click 'Søg person'

5. Complete the email address ('mailadresse') field under the 'private kontaktoplysninger' heading. This email address will be transferred to Emply Hire.
6. Complete the gender ('køn') and citizenship ('statsborgerskab') fields under the 'øvrige grundoplysninger' heading.
7. Do not send an IT welcome email. Instead, once you have added the external member to the appointment committee, send a specific email describing how they can access the application material. You can read more about this on page 6.

Registering the person's working relationship to AU

Once you have registered the external person in the *Medarbejderstamkortet* system, you must register their working relationship to AU.

1. Click on 'Opret en ny arbejdsrelation'
2. Set the start date ('startdato') as today's date.
3. Enter an end date ('slutdato'). If you don't know how long the external committee member will work for AU, enter the end date as six months after the start date. For reasons of information security, you must always enter an end date.
4. Select the unit ('enhed') to which the person is affiliated or in which the position was advertised.
5. You do not need to complete the building ('bygning'), room ('lokale') and telephone number ('telefonnummer') fields.
6. In the job type ('stillingstype') field, select the code 891, 'Ekstern Andet'.
7. In the title fields ('Titel (dansk)' and 'Titel (engelsk)'), write the job title used by the external committee member – for example, consultant or recruitment consultant. This title will be used in Emply.
8. Enter the same email address in the 'visningsmail' field as you entered in the 'mailadresse' field under the 'private kontaktoplysninger' heading.
9. Select 'Nej' for 'Enhed i medarbejdermail'.
10. Select 'Nej' for 'Lønnet tilknytning'.
11. Select 'Nej' for 'Vises i PURE'.
12. Select 'Ja' for 'Primær visningsrelation'.

Opret en ny arbejdsrelation

Start- og slutdato

Tidsbegrænset Ja Nej

Startdato

Slutdato

Stilling

Stillingstype

Stillingskategori

Titel (dansk)

Titel (engelsk)

Lønform

Lønnet tilknytning Ja Nej

Timer pr. uge

Timelønsansættelse Ja Nej

Projekt

Projektnummer

Projekt navn

Aktivitetsnummer

Aktivitets navn

Stedkode

Sted navn

Delregnskab

Delregnskabs navn

Enhed

Enhed

Institut/VD-område

Fakultet/FA

Bygning

Lokale

Evt. telefon

Evt. visningsmail

Enhed inkluderes i medarbejdermail? Ja Nej

PURE-visning

Vis arbejdsrelation i PURE? Ja Nej

Vis som primær arbejdsrelation? Ja Nej

Fortrolighed

Arbejdsrelation Ja Nej fortrolig før startdato?

Data fra eRekruttering

Gem arbejdsrelation

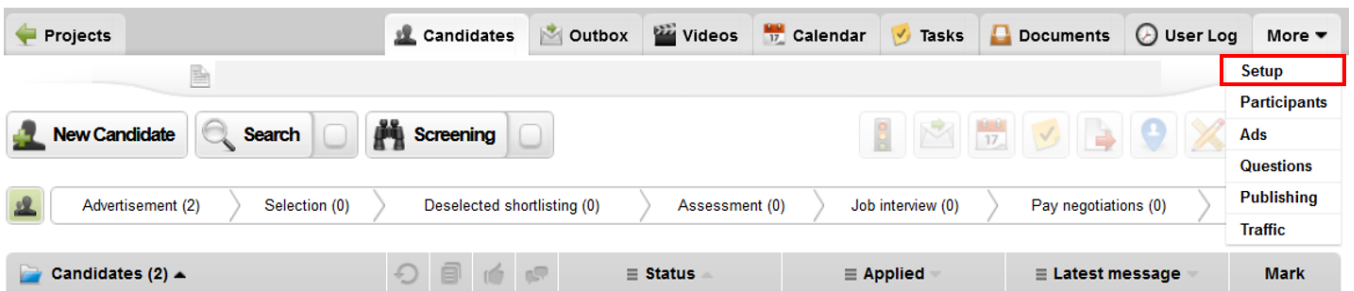
*Please note that 'Enhed i medarbejdermail' will automatically change to 'Ja' if none of these other fields are marked with 'Ja'.

Adding members of the appointment committee to Emly Hire

Chrome is recommended to access Emly Hire.

Please follow these steps to add members of the appointment committee to a project in Emly Hire:

1. Select the project in question.
2. Click on the 'More' tab.
3. Click 'Setup'.



4. Search for and select the appointment committee's chairman and up to seven appointment committee members (you can search using names or email addresses). Scroll a bit further down to find all the relevant fields.

Chairman of appointment Committee: *	Show: <input type="checkbox"/>
<input type="text"/>	
Appointment Committee member 1:	Show: <input type="checkbox"/>
<input type="text"/>	
Appointment Committee member 2:	Show: <input type="checkbox"/>
<input type="text"/>	
Appointment Committee member 3:	Show: <input type="checkbox"/>
<input type="text"/>	
Appointment Committee member 4:	Show: <input type="checkbox"/>
<input type="text"/>	

5. It is only possible to write the names of seven appointment committee members on this tab.
6. Click 'Save' when you have registered the members.
7. Select the 'Participants' tab. (It is important that you add all members of the appointment committee to this tab, even if you could not add them to the 'Setup' tab – otherwise they will not receive access to the application material.)
8. Click on 'Add Participants'.

9. Search for the committee members. (You can add them all at the same time.)
10. Click 'OFF' next to 'Send message' so it changes to 'ON'.
11. Then click on 'Save'.

Add Participants

Enable later: OFF

Disable later: OFF

Send message: ON

Save Cancel

12. Select the message template 'General mails -> Access to recruitment'
13. Click 'Send'.

Message

Language: English

Template: General mails -> Access to recruitment

Layout: Standard (au.dk)

Subject: You have been assigned to a position in Emply

Kilde

Dear [user.receiver.name]

You have been assigned to the position X in Emply.

You can log on to Emply using the link below to see more details about the position and application materials.

AU.emply.net

Username: [user.receiver.username]

Password: Your computer login password at Aarhus University

Not employed at Aarhus University or forgotten your password?

Cc Bcc Attach files

Dispatch at a specific time.: OFF

Send Cancel

14. When you have added all appointment committee members to the project, please finish the task on the 'Tasks' tab.

Assessment committees

Assessment committees – internal members (AU employees)

Registration in the *Medarbejderstamkortet* system

If you wish to add AU employees to an assessment committee, there is no need to register them in the *Medarbejderstamkortet* system first – they are already registered.

Assessment committees – external members

How to register an external person in the *Medarbejderstamkortet* system

If the person in question has a Danish CPR number, use this number to register them in the *Medarbejderstamkortet* system. If the person does not have a Danish CPR number, you need their first name, surname, date of birth, email address, gender and citizenship to register them in the system.

1. Go to mit.au.dk/ and open *Medarbejderstamkortet*.

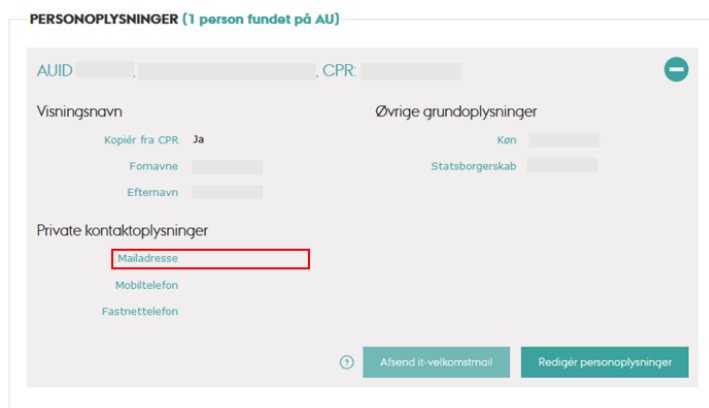
Registering a person with a Danish CPR number

2. Enter the person's CPR number in this box.

Medarbejderstamkort



3. Click 'Søg person'
4. If the person is already known to AU, a window like this will come up:



5. If the person is not already known to AU, you need to complete the gender ('køn') and citizenship ('statsborgerskab') fields manually.
6. Complete the email address ('mailadresse') field under the 'private kontaktoplysninger' heading. This email address will be transferred to Emply Hire.
7. Do not send an IT welcome email.

Registering a person without a Danish CPR number

8. Select 'Uden CPR'



The screenshot shows a form titled 'VÆLG SØGEMETODE'. There are two radio button options: 'CPR-nummer, AUID, brugernavn eller mailadresse' (which is selected) and 'Uden CPR' (which is highlighted with a red box). Below the options is a text input field with the placeholder text 'Indtast CPR-nummer, AUID, brugernavn eller mailadresse' and a help icon.

9. Enter the following details (first name, surname, date of birth and email address):



The screenshot shows the 'VÆLG SØGEMETODE' form with the 'Uden CPR' option selected. Below the options are four text input fields, each with a red box around it: 'Fornavn' (with placeholder 'Indtast fornavn(e)'), 'Efternavn' (with placeholder 'Indtast efternavn'), 'Fødselsdato' (with value '04-05-2022'), and 'Mailadresse' (with placeholder 'Indtast mailadresse'). A 'Søg person' button is located at the bottom right.

10. Click 'Søg person'
11. Complete the email address ('mailadresse') field under the 'private kontaktoplysninger' heading. This email address will be transferred to Emply Hire.
12. Do not send an IT welcome email.

Registering the person's working relationship to AU

Once you have registered the external person in the *Medarbejderstamkortet* system, you must register their working relationship to AU:

1. Click 'Opret en ny arbejdsrelation'
2. Set the start date ('startdato') as today's date.

3. Enter an end date for when you expect the assessment committee to finish its work. If you do not know how long the committee's work will last, enter the end date as six months after the start date. For reasons of information security, you must always enter an end date.
4. Select the unit ('enhed') to which the person is affiliated or in which the position was advertised.
5. You do not need to complete the building ('bygning'), room ('lokale') and telephone number ('telefonnummer') fields.
6. In the job type ('stillingstype') field, select the code '356 Bedømmelsesudvalg'.
7. In the title fields ('Titel (dansk)' and 'Titel (engelsk)'), write the title the person has at their primary institution (e.g. associate professor or professor). This title will be used in Emply.
8. Enter the same email address in the 'visningsmail' field as you entered in the 'mailadresse' field under the 'private kontaktoplysninger' heading.
9. Select 'Nej' for 'Enhed i medarbejdermail'.
10. Select 'Ja' for 'Lønnet tilknytning'.
11. Enter '1' for 'Timer pr. uge'.
12. Select 'Ja' for 'Timelønsansættelse'.
13. Enter the relevant codes in the 'projektnummer', 'aktivitetsnummer', 'stedkode' and 'delregnskab' fields. Without these details, it is not possible to provide the external committee member with hourly pay.
14. Select 'Nej' for 'Vises i PURE'.
15. Select 'Ja' for 'Primær visningsrelation'.
16. To complete the registration process, click 'Gem arbejdsrelation' and information concerning the case will be sent to AU HR, Payroll.

The screenshot shows a web form titled "Opret en ny arbejdsrelation". The form is divided into several sections, each with a red box highlighting specific fields:

- Start- og slutdato:** "Tidsbegrænset" (radio buttons for Ja/Nej), "Startdato" (06-12-2024), "Slutdato" (20-02-2025).
- Enhed:** "Enhed" (dropdown menu), "Institut/VD-område", "Fakultet/FA", "Bygning", "Lokale", "Evt. telefon", "Evt. visningsmail".
- Stilling:** "Stillingstype" (356 Bedømmelsesudvalg), "Stillingskategori" (ANDET), "Titel (dansk)", "Titel (engelsk)".
- Lønform:** "Lønnet tilknytning" (radio buttons for Ja/Nej), "Timer pr. uge" (1), "Timelønsansættelse" (radio buttons for Ja/Nej).
- Projekt:** "Projektnummer", "Projektnavn", "Aktivitetsnummer", "Aktivitetsnavn", "Stedkode", "Stednavn", "Delregnskab", "Delregnskabsnavn".
- PURE-visning:** "Vis arbejdsrelation i PURE?" (radio buttons for Ja/Nej), "Vis som primær arbejdsrelation?" (radio buttons for Ja/Nej).
- Fortrolighed:** "Arbejdsrelation fortrolig før startdato?" (radio buttons for Ja/Nej).

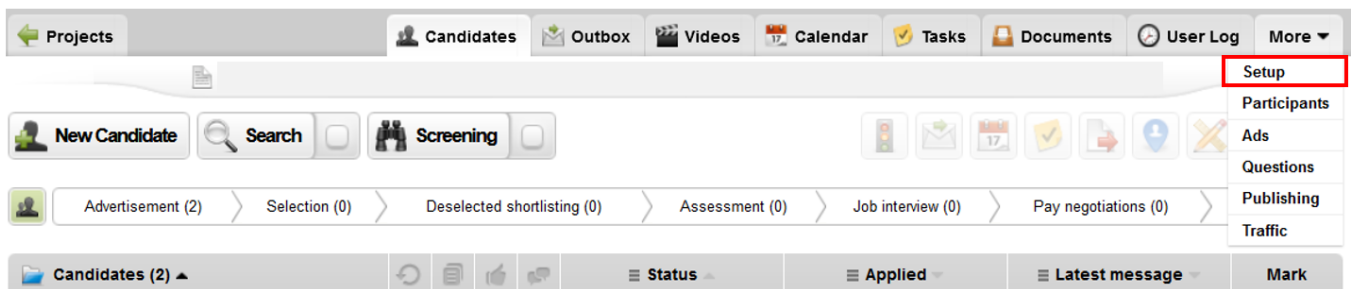
At the bottom right, there are two buttons: "Data fra eRekruttering" and "Gem arbejdsrelation".

*Please note that 'Enhed i medarbejdermail' will automatically change to 'Ja' if none of these other fields are marked with 'Ja'.

Adding members of the assessment committee to Emplify Hire

Please follow these steps to add members of the assessment committee to a project in Emplify Hire:

1. Select the project in question.
2. Click on the 'More' tab.
3. Click 'Setup'.



4. Search for and select the assessment committee's chairman and members (you can search using names or email addresses). Scroll a bit further down to find all the relevant fields.
5. Provide a link to the person's online CV under their name (for AU employees, please use their PURE profiles). If the person in question does not have an online CV, please upload a CV file.
6. If you have received an email regarding Declaration of impartiality documents, please upload a document from each committee member.
7. Right above the field 'Chairman of the assessment committee', it is possible to add a date in the 'Deadline for submission of assessments' field. If you have received an email regarding this deadline, please enter the deadline here.
8. Click 'Save' when you have registered the members.
9. When you have added information about the members of the assessment committee to this tab, tasks will be assigned to them from the list of tasks involved in the recruitment process.

A screenshot of the 'Setup' form for adding assessment committee members. The form contains several fields, each with a 'Show' button and a 'Hide' button. The fields are: 'Deadline for submission of assessments:' with a date input field; 'Chairman of the assessment committee:' with a text input field; 'Link to online CV - chairman:' with a text input field; 'CV - chairman:' with an 'Upload file' button; 'Declaration of impartiality - chairman:' with an 'Upload file' button; 'Assessment Committee member 1:' with a text input field; 'Link to online CV - member 1:' with a text input field; and 'CV - member 1:' with an 'Upload file' button.

10. After this, you must also register committee members as participants, so that they can gain access to the project.
11. Click on the 'Participants' tab.
12. Click on 'Add Participants' in order to search for people in the search field. You can add them all at the same time.
13. **It is important to click 'Enable later'** and enter a date one month from the current date before you click 'Save'.

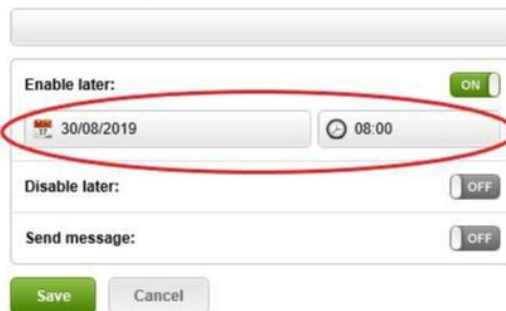
Add Participants



The screenshot shows the 'Add Participants' form with the following fields and controls:

- Search field (empty)
- Enable later: OFF (highlighted with a red circle)
- Disable later: OFF
- Send message: OFF
- Save button (green)
- Cancel button (grey)

Add Participants



The screenshot shows the 'Add Participants' form with the following fields and controls:

- Search field (empty)
- Enable later: ON (highlighted with a red oval)
- Date field: 30/08/2019 (highlighted with a red oval)
- Time field: 08:00 (highlighted with a red oval)
- Disable later: OFF
- Send message: OFF
- Save button (green)
- Cancel button (grey)

14. When you have added all assessment committee members to the project, please finish the task on the 'Tasks' tab.

HR will activate the participants as committee members once they have been approved by the manager and, when relevant, the academic council.