Template for schedule and process plan – [position, unit]

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| **Action** | **Activities** | **Person responsible** | **Date** | **Comments** |
| **Recruitment plan** | It is a good idea to prepare a recruitment plan once a year. This could be done in connection with budget planning, if possible.  |  |  |  |
| **Start-up** | With input from relevant parties, the hiring manager will consider:* Ambitions for the position.
* The job profile and qualification requirements
* Is it a new appointment or refilling an existing position?
* Is the candidate to take a personal profile test in connection with recruitment?

When refilling an existing position, consider whether the position requires a person with the same type of profile, skills, salary, organisational level and affiliation, or whether there is a need to change the function in question. Subsequently, the hiring manager will draw up a schedule and process plan for the recruitment and complete a job profile and qualification requirements document with input from relevant parties. Please contact HR for feedback and advice. |  |  |  |
| **Job description** | The job profile and qualification requirements which has been prepared is used to describe the position, including the job function, tasks and responsibilities.The job description is prepared by the hiring manager with input from staff/the appointment committee.This is sent to the candidate together with their letter of appointment.  |  |  |  |
| **Job advertisement** | The hiring manager prepares a job advertisement based on the template prepared by HR. The job advertisement is sent to HR who will proofread and give advice on the job advertisement and places it in the e-Recruitment system.  |  |  |  |
| **Advertising** | Please contact HR to discuss the advertisement plan and the choice of media for the job advertisement in question.  |  |  |  |
| **Advertising period and application deadline** | Job advertisement placed online in the period [dd/mm/yy] to [dd/mm/yy] (minimum 14 days). |  |  |  |
| **Sharing of job advertisement**  | It is a good idea to share the job advertisement on social media such as LinkedIn, Facebook etc., depending on the target group. This will enable you to reach a wider audience. The more people share the advertisement, the more people it will reach – active as well as passive job seekers. The hiring manager may want to encourage employees in the unit and relevant networks to share the job advertisement. |  |  |  |
| **The appointment committee** | The appointment committee is established, and the hiring manager enters the members of the committee in the e-Recruitment system, so that they have access to the applicants’ documents. The appointment committee should consist of at least the hiring manager and 1-2 employee representatives. HR and collaborative partners from other organisational units may also be invited to participate. The aim is for both genders to be represented on the appointment committee. The hiring manager is the chair has the decision-making authority. When the members of the appointment committee are nominated, it is important to clarify with each individual whether they are considering applying for the position.It should be emphasised that as a member of the appointment committee you have a duty of confidentiality. |  |  |  |
| **Selection of candidates** | The appointment committee sorts the applicants and discusses suitable candidates. Assessment and selection are carried out in the e-Recruitment system.  |  |  |  |
| **Invitations to candidates** | The unit invites candidates for job interviews via the e-Recruitment system. If there are internal candidates among the applicants, it is recommended that the interviews be moved to a meeting room where the candidates are not likely to meet colleagues etc. |  |  |  |
| **Preparing for interviews** | The interview process and roles within the appointment committee are established. Who is the lead interviewer? What questions is it important to clarify during the interview?It is important for the interview to be structured, and for everyone to be prepared. Click here to read the [Interview guide for technical/administrative positions.](https://medarbejdere.au.dk/administration/hr/rekrutteringogonboarding/rekruttering/rekrutteringsvaerktoejer-til-tap/) |  |  |  |
| **First interview** | Two to five candidates are invited for a job interview, depending on the type of position and the pool of applicants. Candidates are invited via the e-Recruitment system. |  |  |  |
| **Selecting candidates for a second interview** | One to three candidates are selected and invited for a second interview via the e-Recruitment system. |  |  |  |
| **Obtaining references** | References may be obtained, with the candidate’s consent, prior to (or possibly after) the second interview. You may not ask about private matters such as political opinions, union membership, sexual orientation or criminal record, or details of health, significant social problems and substance abuse. However, it is allowed to ask whether the candidate is qualified, stable, responsible, loyal etc. Note: If the reference is unfavourable to the candidate, and it is the deciding reason why the candidate does not get the job, a consultation procedure MUST be held with the candidate (HR must be contacted). |  |  |  |
| **Personal profile test** | The personal profile test can be taken between the first and second interview. Feedback can be given between the first and second interview or during the second interview, depending on the test type and situation.Candidates may be tested with PI (Predictive Index), showing behavioural preferences, or NEO-PI-3, which is a psychological personality test. Other testing tools such as skills or language tests may also be considered.Please contact HR for advice regarding testing tools. |  |  |  |
| **Second interview** | Possible presentation of profile test results to the appointment committee before the interviews start. Candidates may be asked to prepare and present a case study.  |  |  |  |
| **Possible re-advertisement** | If there are no suitable candidates for the position. Prior to any re-advertisement, the current advertisement should be finalised. Decide whether candidates should be transferred to the new job advertisement, or whether they should be rejected and told that the position is to be re-advertised, and that they can apply again. The new job advertisement must be revised. |  |  |  |
| **Obtaining references** | If references have not been obtained earlier in the process, they can be obtained now, with the consent of the candidate.You may not ask about private matters such as political opinions, union membership, sexual orientation or criminal record, or details of health, significant social problems and substance abuse. However, it is allowed to ask whether the candidate is qualified, stable, responsible, loyal etc. Note: If the reference is unfavourable to the candidate, and it is the deciding reason why the candidate does not get the job, a consultation procedure MUST be held with the candidate (HR must be contacted). |  |  |  |
| **Decision to appoint** | Decision on the best qualified candidate for the job. |  |  |  |
| **Recommendation for appointment** | Recommendation for appointment is sent to HR via the employee registration system Medarbejderstamkortet. HR retrieves the candidate’s documents (application, CV, exam certificates etc.) from the recruitment system and obtains the necessary supplementary information. |  |  |  |
| **Pay negotiations and terms of employment** | The salary will be negotiated with the union representative for the organisation authorised to negotiate.Prior to pay negotiations, the hiring manager discusses salary levels with HR. These are based on the candidate’s seniority, experience and qualifications and salary level compared to other employees. HR negotiates on behalf of the hiring manager. |  |  |  |
| **Appointment** | A letter of appointment is prepared by HR, and the job description is enclosed.  |  |  |  |
| **Rejection** | The hiring manager gives oral notice of rejection to candidates who have been interviewed, and in writing to the other candidates via the e-Recruitment system. |  |  |  |
| **Commencement and onboarding** | The new employee will start on [xx.xx.xx].Registration of employee in various systems. Ordering of PC, phone, key card etc.Read more about onboarding and introduction of new employees. |  |  |  |