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

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| **Action** | **Activities** | **Person responsible** | **Date** | **Comments** |
| **Recruitment plan** | A recruitment plan is drawn up for the year as part of budget planning. This plan is discussed by the dean, head of department/head of school, Finance as well as in the units (not applicable to all faculties). |  | Once a year |  |
| **Discussions concerning the job and the employment process** | The department’s/school’s management team discusses the job and the process with the relevant academic groups in the department/school. The head of department/head of school consults with the vice-dean for research (relevant depending on the type of position) regarding initiation of the process:   * Ambitions for the position. * Job profile and qualification requirements (including academic job advertisement text which includes the desired qualification requirements in areas such as research and teaching, external funding etc.). * Financing. * The option of a ‘starting package’ for professors (salary, access to laboratories, facilities etc.) is discussed. * Preliminary proposal for an assessment committee (in particular, potential members from outside AU). * Proposal for a search committee. * Preliminary proposal for an appointment committee. * Preliminary plan for the recruitment process in question (supported by HR). |  | Week X  X weeks/months before start date |  |
| **Search committee appointed** | Head of department/head of school appoints the search committee, typically with 4-6 members. |  | Week X  X months/weeks before start date |  |
| **Job advertisement** | The department’s/school’s management team prepare the advertisement together with relevant expert(s) in the field based on the job profile and qualification requirements as well as the template for job advertisements prepared by HR (the head of department/head of school is the hiring manager and must therefore approve the advertisement). |  | Week X  X weeks/months before start date |  |
| **Advertising** | Advertising plan and media selection for the job advertisement are discussed with peers and HR. |  | Week X  X months/weeks before start date |  |
| **Advertising period and application deadline** | The job advertisement will be online in the period from [dd/mm/yy] to [dd/mm/yy] (minimum four weeks, depending on the type of position). |  | Week X  X months/weeks before start date |  |
| **Work of the search committee** | The search committee works actively to find possible national and international candidates, focusing on talent. This work may include a search plan with outreach activities.  Reports are submitted to the head of department/head of school. |  | Week X  X months/weeks before start date | If the search committee has been set up earlier, the work can of course start sooner. |
| **Appointment committee and chair of the assessment committee appointed** | After the deadline for applications, the head of department/head of school appoints the appointment committee.  The head of department/head of school also appoints the chair of the assessment committee in consultation with relevant parties.  The academic council and possibly the dean will be consulted about the chair of the assessment committee. |  | Week X  X months/weeks before start date |  |
| **Shortlisting (only if applicable)** | Based on advice from the appointment committee and the chair of the assessment committee, the head of department/head of school chooses the candidates to go forward in the assessment process.  The head of department/head of school informs HR of candidates who have/have not been shortlisted for assessment (possibly including reasons for this). Final rejections are sent at the end of the recruitment process to the candidates who are not offered employment. |  | Week X  X months/weeks before start date |  |
| **Assessment committee appointed** | The head of department/head of school consults the group of academic peers and recommends the other members of the assessment committee.  The vice-dean (depending on the type of position), the dean and the academic council for research approve the assessment committee.  The academic council and the dean are consulted on the assessment committee. |  | Week X  X months/weeks before start date |  |
| **Assessment committee prepares assessments** | The assessment committee makes an evaluation of the candidates’ academic level.  The vice-dean for research, the head of department/head of school (this may depend on the type of position) and HR approve the assessments. |  | Week X  X months/weeks before start date |  |
| **Selection of candidates for interview** | The appointment committee/department’s/school’s management team and the vice-dean for research (depending on the type of position) select candidates for interview. The head of department/head of school invites applicants for an interview. |  | Week X  X months/weeks before start date |  |
| **Interviews** | Interviews are held. There may also be a test lecture.  Chair/selected member of appointment committee obtains references where applicable.  It is determined whether there is a need to conduct further rounds of interviews, and whether there is a need for a personal profile test. |  | Week X (dd/mm/yy)  X months/weeks before start date |  |
| **Recommendation to the dean/vice-dean for research** | The appointment committee advises the head of department/head of school on the recommendation for appointment. The head of department/head of school may now discuss the recommendation with the department’s/school’s management team, before deciding which candidate should be recommended for appointment.  The dean/vice-dean for research (depending on the type of position) determines whether the recommendation can be accepted and ensures that quality objectives and rules have been followed. |  | Week X  X months/weeks before start date |  |
| **Pay negotiations and terms of employment** | Head of department/head of school offers the position to the chosen candidate.  Head of department/head of school discusses salary level with HR. |  | Week X  X months/weeks before start date |  |
| **Appointment** | Letter of appointment is prepared and the job description is enclosed.  HR prepares a letter of appointment and enters the relevant information about the employee in the payroll system.  **Special information in connection with tenure track employment:** Be aware of special conditions relating to the tenure track programme. |  |  |  |
| **Rejection** | Oral rejection to the candidates who have been interviewed. Rejection in writing to other candidates. HR will then send a written rejection letter via the recruitment system. |  | Week X |  |
| **Onboarding and commencement** | 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.](https://medarbejdere.au.dk/administration/hr/rekrutteringogonboarding/onboarding/) |  | Week X |  |