



Checklist: Employment of VIP/TAP without job advertisement

Employment without job advertisement (fixed-term employment)

Financing:

Before involving HR, the funding for the position must be approved by the Finance department. The following must be mailed to HR.

Accounting details must be approved by the Finance department and must contain the following:

- Unit no.(Enheds nr.):
- Location no.(Sted):
- Financial report(Delregnskab):
- Project no.(Projekt nr.):
- Activity no.(Aktivitets nr.):

Candidate information:

- The candidate's name and date of birth/cpr. no.
- Employment period - starting date and end date
- Place of work
- Nationality
- CV and diploma
- Previous employment in the same type of position, if any
- Assessment containing as a minimum:
 - Academic evaluation/assessment – not relevant for employment of TAP.
 - Reason for appointment
 - Short description of main tasks of the employment