



Checklist: Employment of permanent VIP through job advertisement

Employment through job advertisement (permanent)

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.):

Information on the job advertisement and the candidate:

- ID of job advertisement
- The candidate's name and date of birth/cpr. no.
- Starting date
- Place of employment
- Nationality
- Additional relevant information regarding the employment