



Checklist: Job advertisement for recruitment of permanent VIP/TAP

Job advertisement: permanent position

Financing:

The Head of Department must approve the funding which must be in accordance with the department's approved budget before the job advertisement is sent to HR.

The job advertisement must contain the following information:

- Description of tasks including job title
- Academic/professional qualifications
- Personal qualifications
- Information about workplace
- Permanent position
- Starting date
- Full time/ Part time
- Place/address of work and area of employment¹
- Contact information

Advertising:

Jobs are always advertised on AU's homepage, Jobnet.dk and for VIP positions also on Naturejob.com (unless otherwise agreed with HR). Other recruitment strategies can be discussed with HR. Job advertisements are always paid by the department/project.

Note: Permanent VIP-positions must always be approved by the head of department and be part of an approved budget, strategy and recruitment plan.

¹ Place of work is where the work takes place. The area of employment is always Aarhus University.

FOOD : Remember to include information about the coming relocation to Aarhus.