

INFORMATION ABOUT THE RECRUITMENT PROCESS AT KARLSTAD UNIVERSITY – ADMINISTRATIVE/TECHNICAL STAFF

Advertisement

The recruitment process starts by creating a recruitment profile based on the needs of the organisation. The profile specifies the qualification recruitments. Candidates must meet all the “must” requirements under qualifications to be eligible for employment. Other important competencies are listed as valuable qualifications and do not carry as much weight and are not formal requirements to be eligible for employment.

Selection

Together with HR, or another appointed person, the recruiting supervisor makes an initial selection and calls candidates for an interview based on how well they meet the requirements specified in the advertisement. The advertisement often specifies what will be given considerable weight and what is merely a valuable qualification (“nice to have”) and this determines the ranking of the candidates who meet the requirements. Government agencies must base their recruitment decisions on objective grounds, such as merit and competence, where competence shall be the primary consideration. Competence refers to the candidate’s suitability for the position in question. This includes education, qualifications and personal qualities.

Interview

Candidates who best meet the requirements following an assessment of the application documents are normally called for an interview. The interview focuses on the candidate’s collaboration skills, ability to take initiative and similar personal qualities. The interview is also an opportunity to get more detailed information about the applicant’s qualifications.

Overall assessment

The overall assessment includes application documents, interviews, performance tests (where applicable) and reference checks.

Final steps of the process

When interviews have been completed and reference checks have been made, the recruiting supervisor contacts the most eligible candidate and offers him or her the position, and the two parties agree on the terms of employment.

If the candidate declines the job offer or if the parties cannot agree on the terms of employment, the next candidate on the shortlist is contacted. Once the parties agree on the terms of employment, a recruitment decision is made and other applicants are informed.

Appeal

Once a decision has been made, other applicants can appeal within three weeks from when the decision is announced. The Higher Education Appeals Board will then review the recruitment decision, and the university and the person who has made the appeal are given an opportunity to make representations. This process normally takes a few months before the board presents its statement.

Information

The university sends the following information to applicants:

- Confirmation that the application has been received
- Information that candidates have been called for an interview
- The final recruitment decision