

## **INFORMATION ABOUT THE RECRUITMENT PROCESS AT KARLSTAD UNIVERSITY – TEACHING STAFF**

### **Start-up phase**

The recruitment process starts by creating a recruitment profile, which is then approved by the dean. The profile specifies the qualification requirements for the position. Candidates must meet all the qualification requirements to be eligible for employment and the requirements must be met before the application deadline. Other important competencies are listed under assessment criteria. This section 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.

### **External experts**

During the application period, the process of appointing experts begins. The experts are tasked with making an assessment of the candidates’ competence in relation to the requirements. The experts are independent external experts from other universities and university colleges appointed in connection with the recruitment of professors, senior lecturers, associate senior lecturers and adjunct professors. Possible conflict of interest is always assessed before the appointment of external experts.

### **Screening**

Candidates who clearly do not meet all requirements are removed from the selection process at an early stage and their application documents are not forwarded to experts. The candidates are informed about this screening process. This may include candidates who have not completed their PhD by the application deadline, when the position in question requires such qualification.

### **Expert statements**

Normally, experts must review all applications and write a statement within 1-3 months. Three months is common. Experts make their assessment based on the requirements included in the recruitment profile and the local appointments procedure. Based on this information, a list is compiled with the top candidates in relation to the qualification requirements and assessment criteria.

### **Interview**

When the expert statements have been submitted, a selection is made among the candidates from the shortlist. These will then be called for an interview. The interviews are held by a recruitment committee. Government agencies must base their recruitment decisions on objective grounds, such as merit and competence, where competence shall be the primary consideration. This means that candidates who do not qualify for the shortlist cannot be considered for employment, nor for an interview. The expert statements have great weight in the overall assessment of the candidates and a successful interview cannot compensate for not being included in the shortlist by the experts. However, expert statements are only one part of the basis that informs a recruitment decision. Interviews and trial lectures (where applicable) are held to facilitate the assessment of a candidate’s competencies such as collaboration skills, the ability to show initiative, teaching expertise, etc., as well as to get more detailed information about the candidate’s qualifications.

### **Overall assessment**

The overall assessment includes expert statements, interviews, any trial lectures and reference checks. Depending on the overall assessment, one of the shortlisted candidates may be

considered for employment.

### **Final steps of the process**

When interviews and trial lectures have been held and references checks have been made, the recruitment matter is reported to the Appointment and Promotion Committee (ABU).

The committee meets 4-6 times per semester.

Committee minutes are made public once they have been revised, normally one week after the committee meeting. The committee submits a proposal to the dean. The head of department, who is responsible for the recruitment, can then present a job offer to the candidate proposed by the committee. If the candidate declines the job offer or if the parties cannot agree on the terms of employment, the next candidate proposed by the committee is contacted (if applicable). Once the parties agree on the terms of employment, a recruitment decision is made by the dean and other applicants informed. When recruiting a professor, the final decision is made by the vice-chancellor.

### **Recruitments without expert statements**

For postdoctoral appointments and the recruitment of lecturers, there are normally no external experts involved. The application documents are reviewed by a recruitment committee which ranks the candidates based on the qualification requirements and assessment criteria in the recruitment profile. Candidates are then called for an interview, reference checks are made and the dean makes the final decision.

### **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 decision.

### **Information**

The university sends the following information to applicants:

- Confirmation that the application has been received
- Information that external experts have been appointed, including deadline for expert statements
- Information about candidate screening (if applicable)
- Information that candidates have been called for an interview (this is also sent to candidates who have not been called)
- The final recruitment decision