

1 February 2018

Recruitment Process 2018

1. The initiative of a recruitment for a new position or replacement is taken by the Director of Studies (DoS). Before initiating a recruitment process, the following conditions must be met:
 - Funding for the position is confirmed by the finance department and reported to the SMT;
 - SMT has approved the recruitment;
 - A job description for the position is created or updated.

1 a) *In parallel*: For a recruitment either regarding a new position or for a managerial position negotiation should be held within the framework of the Cooperation Group with the local unions according to 11§ MBL [Employment (co-determination in the workplace) Act].
2. Once the conditions in §1 have been met, the responsible DoS contacts HR to start the recruitment process. The DoS and HR Officer agree on the timeline for the recruitment including the application deadline. They also agree on the form of the process – for example, whether short-listed candidates will present a seminar.
3. The DoS ensures that a draft advert is prepared, based on a template obtained from HR. The DoS may delegate this task to the relevant Programme Director or to the Cluster Coordinator. When the draft is ready, it is sent to the editorial team for the final polish. Before being published, both the DoS and HR sign off on it.
4. The DoS and HR agree on where to publish the advert. It will in all cases be on the SIPRI website and at Arbetsförmedlingen (the Swedish Public Employment Agency). It should be circulated within relevant networks

using on research and social media. The ad should also be sent to all staff with a request to share it in their personal networks. The DoS may delegate this part of the work to the relevant Programme Director or to the Cluster Coordinator.

5. The HR Officer ensures all technical aspects are looked after – the email address for applications and the autoreply that explains the recruitment process to applicants. Any applicants who send an application to a personal email address should be encouraged to resend it to the assigned email address. Applications will be listed continuously by HR during the application period. The email folder will be shared with the DoS and others who will be involved in the recruitment process.
6. The DoS forms a group of people who will participate in the selection of candidates and interviews. This group reads the applications and makes a long short list (8-10 candidates).
7. Telephone / Skype interviews are booked with the listed candidates by the recruiting team or HR.
8. A final short list of 2-3 candidates is created and the final candidates are invited for a personal interview.
9. Personnel interviews are arranged logistically by HR or the recruiting team. The Office Assistant assists with the travel arrangements and hotel bookings.
10. On the day of the interview candidates should also meet with the Director and/or Deputy Director. How much the Director and Deputy Director are involved in the recruitment process depends on the post.

11. A second opinion interview is to be performed by an external HR expert with the final candidates on the days of the interviews. HR arranges the schedule for this with the HR expert.
12. After receiving assessments from the external HR expert and based on their insights from the interviews, the recruitment team decides which candidate they prefer and presents their conclusion to the Director and Deputy Director.
 - a) The intended decision is presented to the local unions - this could be done by email or within the Cooperation group. If the unions want a negotiation this should be requested within 5 days.
 - b) The Director makes the final decision and the Deputy Director offers the position to the successful candidate and, upon acceptance, negotiates contract details with her/him..
13. When an employment contract is signed the DoS or her/his delegate in the recruitment team announce the outcome individually to the final candidates who have *not* received the position.
14. HR notifies all telephone / skype interviewed who did not get the position that the position is filled.

NB Remember to check about the new information / privacy regulation.