**Recruitment timetable**

|  |  |
| --- | --- |
| Position |  |
| Department/equivalent |  |
| Form of employment |  |
| Scope |  |
| Line manager |  |
| Recruitment committee |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Activity** | **How** | **Who** | **Completed** | **Other** |
| **Step 1** |  |  |  |  |
| Start-up meeting | *Where the planning of timetables and activities is done* |  |  |  |
| Needs analysis and person specification | *This is a crucial phase*  *to which it is important to allocate time because the person specification is the basis for the entire recruitment process.*  [*See 1.2 Recruitment, person specification guide*](https://mp.uu.se/c/perm/link?p=54197932) |  |  |  |
| Advertising   * *Publication on uu.se in line with applicable* [*recruitment timetable*](https://mp.uu.se/c/perm/link?p=462785785)*.* * *HR generalist/equivalent carries out an initial check of* [*preferential right*](https://mp.uu.se/c/perm/link?p=522452832) *in accordance with the* [*procedure for managing preferential rights*](https://mp.uu.se/c/perm/link?p=522454218)*.* | *Specify publishing channels* [*when coordinating with the Human Resources Division before advertising.*](https://mp.uu.se/c/perm/link?p=750529048)  *Inform relevant parties about desired publication date and any other additions, such as selection questions.* |  |  |  |
| * Relocation assessment | *On an ongoing basis from the date on which the position is approved in Varbi and publication is requested* |  |  |  |
| Application deadline | *The application period must run for at least two weeks.* |  |  |  |
| **Step 2** |  |  |  |  |
| Selection process |  |  |  |  |
| * CV sift | *See* [*selection process*](https://mp.uu.se/c/perm/link?p=243982772) *and accompanying support materials* |  |  |  |
| * Selection meeting | *Held once the CV sift is complete.* |  |  |  |
| * [Initial interview](https://mp.uu.se/c/perm/link?p=721853860) * Summary/selection | *Around one week after the selection meeting to facilitate candidates’ planning and booking of candidates and interview participants.* |  |  |  |
| [Second interview](https://mp.uu.se/c/perm/link?p=721856362)   * [Check ID and resident/work permits](https://mp.uu.se/c/perm/link?p=1631880) * Summary | *The week following the initial interview or after the summary meeting* |  |  |  |
| * [Selection tests/work samples](https://mp.uu.se/c/perm/link?p=243989146) where necessary |  |  |  |  |
| * [References](https://mp.uu.se/c/perm/link?p=243990911) | *Can take between one day and one week depending on how many candidates are in the running and how available their references are. References are taken after the initial interview at the earliest.* |  |  |  |
| Summary meeting/decision | *As soon as possible after any second interviews and once references have been taken.* |  |  |  |
| [Preferential right check](https://mp.uu.se/c/perm/link?p=522452832) | ***Before*** *an appointment decision is taken, ask the recruiter to check the preferential right situation.*  *If there is a qualified candidate with preferential right but we select another candidate, the employer is obliged to* [negotiate with the employee organisations in accordance with Section 32 of the Employment Protection Act (LAS).](https://mp.uu.se/c/perm/link?p=522454097) |  |  |  |
| [Clarification of significant issues concerning the appointment](https://mp.uu.se/c/perm/link?p=243996723) before reaching agreement |  |  |  |  |
| Offer of employment   * Information about the appointment | *As soon as possible after the summary meeting and preferential right check – see information:* [*offer of employment and salary setting*](https://mp.uu.se/c/perm/link?p=243996723)  *and*  [*Check ID and residence/work permit*](https://mp.uu.se/c/perm/link?p=1631880)  *(Information about the appointment decision and whether the ID check has been carried out is to be submitted to an HR generalist/equiv. at the department/equiv. so that an appointment decision and employment contract can be drawn up.)* |  |  |  |
| Period of notice, if applicable | *1–6 months depending on the role, common to have 2 or 3 months.* |  |  |  |
| **Step 3** |  |  |  |  |
| [Introduction for new employee](https://mp.uu.se/c/perm/link?p=878318)   * Planning before first day of work * First day and initial period * Follow-up meetings, etc. |  |  |  |  |