**THE RECRUITMENT PROCESS AT KARLSTAD UNIVERSITY – ADMINISTRATIVE AND TECHNICAL STAFF**

**Advertisement of position**
When a position needs to be filled, an advertisement is created based on the needs of the unit. The advertisement sets out the qualification requirements for appointment. Applicants have to fulfil all requirements if they are to be successful. Other useful skills listed do not weigh as much as and are not absolutely required for appointment.

**Selection**The recruiting head and the HR Office makes a first selection and invite candidates to interviews based on the degree to which they fulfil the qualification requirements in the advertisement. The advertisement usually indicates which requirements are given greatest weight and which are only additional qualifications, and candidates are ranked accordingly. By law, skill and merit have to be considered when an appointment is made at a government institution, but greater weight is given to skill. Merit refers to the candidate’s prior work and other experience. Skill refers to a candidate’s appropriateness for the position in question and includes education, knowledge and personal attributes.

**Interview**
Those who are deemed to best fulfil the qualification requirements are usually invited to an interview. Interviews focus on candidate’s ability to collaborate, to take initiative, etc. and are also used to obtain more information about a candidate’s qualifications.

**Overall assessment**The overall assessment includes the application documentation, interviews and references.

**Further process**When interviews have been conducted and references contacted, the recruiting head offers the position to the highest ranked candidate and they agree on terms of employment. If the candidate declines the position or if the parties are unable to agree on terms of employment, the candidate ranked next is offered the position. When the parties have agreed on the terms of employment, the appointment decision is made and other applicants are informed.

**Time frame**
It takes on average 50 days from the publication of the advertisement to the appointment decision.

**Appeals**
When the appointment decision has been made public, other applicants have three weeks to appeal the decision. In case of appeals, the Higher Education Appeals Board reviews the recruitment and appointment processes and the higher education institution and the appellant may make statements. It usually takes the Higher Education Appeals Board a few months to make a pronouncement.

**Information**
The university distributes the following information to applicants:
– Confirmation of receipt of the application
– Information on the candidates invited to interviews
– Appointment decision