



## **Interview and selection procedure**

1. Appoint a job interview committee, then take the following steps as a group with the entire committee. Ask the personnel advisor to (also) act as secretary.
2. Write a description of the PhD track and draw upon this description to determine the required knowledge, skills and qualities. Discuss the ideal situation and the bottom line (define the parameters). Discuss if you want to work with a preferential policy and what it should look like. Write a short report and compose a job application form containing the formulated criteria, that will be used by the committee members to write individual notes on after each interview.

Actively approach any target groups that may have been determined on the basis of the preferential policy. After publishing job announcement and actively approaching candidates:

### **Selection**

3. Study the job applicant's information: knowledge, skills and qualities. Look at the letter, CV, recommendations, own experience. Using the previously determined criteria, make notes of strong points, weak points and any questions.
4. Select which job applicants are to be invited for a job interview on the basis of their letter of application, CV and other data.

### **Prepare job interview**

5. Determine what subjects may be covered in a job interview. Write an interview action plan (subjects, division of roles).

### **Job interview**

6. Have the interview and make individual notes afterwards on the interview form.
7. Briefly compare individual notes after each interview and make a joint decision after all interviews have been held. Per applicant, write a brief overview of the various considerations.