The recruiting manager is to complete the information below for each recruitment.
Your administration/HR officer can provide assistance.
The information is then to be transferred to the recruitment system and the entire person specification is to be attached to the case file.

HR Division Sektionen HR

****Basic recruitment information

**Recruiting manager Administrative support**

|  |  |
| --- | --- |
|  |  |

Before you start completing the person specification, a needs analysis is to be done according to the template on the [HR website](https://www.hr-webben.lu.se/rekrytering-av-ta-personal/initiera)

|  |
| --- |
| Have you completed a needs analysis? [ ]  Yes [ ]  NoIf no, justify why not: |

1. **Title**

(Not to exceed 75 characters including spaces)

|  |
| --- |
|  |

1. **Organisational level**

(Faculty, department and division or equivalent)

|  |
| --- |
|  |

1. **Justificationfor employment and financing**

(Why do you need to employ someone and how will the position be financed?)

|  |
| --- |
|  |

1. **Organisational unit/cost centre**

|  |
| --- |
|  |

1. **Form of employment**

|  |
| --- |
| [ ]  Indefinite term [ ]  General fixed term [ ]  Doctoral studentship[ ]  Postdoc [ ]  Substitute for (specify name): |

|  |
| --- |
|  |

1. **Scope in % of full time**

1. **Subject/work description**

(Describe briefly, max 3 sentences)

1. **Desired starting date**

(For fixed term employment, also specify the duration of employment and its end date, where applicable)

|  |
| --- |
|  |

1. **Accounting**

**(**Add more strings if the accounting entry is divided; the entry is always to amount to 100%)

|  |  |  |  |
| --- | --- | --- | --- |
| **Cost centre (ks)**  | **Activity branch (vs)**  | **Activity**  | **Percentage** |
|  |  |  |  |

## **Expected salary level**

## (Proposed salary range. The final salary must be checked with HR and approved by the manager/head of department)

## **Workplace**

## (Address of the organisational unit)

## **Recruitment group**

(Who, besides the manager, is to take part in the recruitment process and have access to the application documents in the recruitment system, for example HR or a specialist? Remember to take conflict of interest into account in selection and interviews)

## **Advertising channels**

(All vacancies are to be advertised via the Swedish Public Employment Service and on the LU website. Vacancies involving research are also to be advertised via Euraxess. Please contact HR if you want tips about other suitable channels)

|  |
| --- |
| Digital vacancy announcement via the recruitment system[ ]  Euraxess [ ]  Facebook [ ]  LinkedIn [ ]  ResearchGate [ ]  Lightsources.org [ ]  Other advertising channels (advertising is to be arranged via a procured media agency) Specify channels: |

1. **Duration of vacancy announcement**

(The vacancy is to be advertised for at least 2 weeks, 3 weeks for doctoral studentships)

|  |
| --- |
| [ ]  2 weeks [ ]  3 weeks[ ]  more than three weeks (specify duration):  |

1. **Language of vacancy announcement**

(All vacancies are always to be advertised in Swedish. Positions involving research are also to be advertised in English).

|  |
| --- |
| [ ]  English [ ]  Other language (any necessary translation is managed by the recruiting organisation)Specify language : |

## **Contact person**

(Specify the contact details of all those available to answer questions about the vacancy announcement/position)

|  |  |  |
| --- | --- | --- |
| Name | Email | Telephone number (optional) |
|  |  |  |

1. **Further information**

 (For example, if a trial period is to be applied)

 HR Division



What to consider when composing a person specification

The job description is the basis of the vacancy announcement which is to be advertised and there are several aspects to be considered when composing the person specification. It is important to have conducted a needs analysis to clarify the needs for the recruitment in question. Contact your HR officer early on in the process for good support throughout the recruitment procedure.

All vacancies at Lund University are to be advertised, unless special circumstances apply. Furthermore, all vacancies shall:

* Be advertised in Swedish (and English for phd students, postdoc positions and research positions)
* Be advertised for at least 2 weeks (3 weeks for doctoral studentships)
* Be openly formulated and attract a broad group of applicants, making it possible to find the best candidate, regardless of gender and background.
* To avoid discrimination, it is important to justify the requirements in terms of the work duties.

Templates and process descriptions are available as support in the recruitment process on the [HR website.](https://www.hr-webben.lu.se/rekrytering-av-ta-personal) There are also examples of vacancy announcements as inspiration for your vacancy announcement; please contact your HR officer for access to them.
At the end of the document, you will find tips for the next stages of the recruitment process.

Job description – the basis for the vacancy announcement

The recruitment system allows space for around **6000 characters including spacing**. Check that your text does not exceed the limit (in Word: highlight the text, go to the Review tab and click Word count).
It is advisable to include links to provide information on the organisation, the project or any other information rather than including descriptions in the text.

Under each heading is a help text in grey, showing how you can formulate that part of the vacancy announcement effectively. Remove this help text and replace it with your own formulation. Some parts of the text are locked in the document and cannot be edited.
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Standard information about Lund University
**(automatically generated in the recruitment system)**

Standard text about gender equality and equal opportunities
(**automatically generated in the recruitment system**)

Description of the workplace

Describe what you offer new employees in your particular unit. Base your text on the following:
- Brief description of the organisation where the vacancy is located (faculty/department /division/unit)
- Brief description of the remit of the organisation where the vacancy is located (research team, division, faculty office, etc.)
- Information on the workplace (number of colleagues, physical location, various forms of expertise in the workplace, how this particular position fits into the whole)
- Brief account of how the workplace strives for a positive work environment.
- Briefly describe any projects or similar and include links to relevant websites if possible.
**NB**! Do NOT write a general description of the faculty/department/unit. These are automatically generated at the bottom of the vacancy announcement.**We offer**

Lund University is a public authority which means that employees get particular benefits, generous annual leave and an advantageous occupational pension scheme.

It is advisable to enter information on what your unit specifically can offer as a new workplace, such as:
‟We also have a flexitime agreement that provides good conditions for work/life balance.”

Read more on the University website about being a Lund University employee [Work at Lund University](https://www.lu.se/om-universitetet/jobba-hos-oss)

###  Work duties and areas of responsibility

Specify the main work duties and areas of responsibility included in the position. It is preferable to write in the second person (You will have particular responsibility for ….). Write in a realistic and attractive way.
Also describe whether the position entails special circumstances such as travel, special working hours and so on.

Qualifications
Divide the qualifications into requirements and additional qualifications, making it clear which is which.
Use expressions such as ‟You have/are to/can/have experience of” or ‟It is an additional qualification if you have/are to/can/have experience of”. Avoid unclear expressions such as ‟We welcome/want/presume/expect”.
Write in bullet points, as this makes it easier for applicants to get an overview of the qualifications that are required and/or additional.

Requirements for employment are:
For example:
- The required knowledge and experience (be concrete as that makes it more measurable)
- Expertise/personal qualities that are required such as independence, ability to collaborate or suchlike.
- The required education
- Other requirements such as a driving license, particular certification or suchlike

**Additional qualifications for the position are:**For example:
- Knowledge and experience that constitute additional qualifications (be concrete as that makes it more measurable).
- Expertise/personal qualities that are additional qualifications. For example, independence or ability to collaborate.
- Education that constitutes an additional qualification.
- Other forms of additional qualifications, such as a driving license, special certification or suchlike.

Further informationDescribe the form of employment (specifying the dates for a fixed-term position) and the scope of employment, for example:
‟Employment is for an indefinite term with a scope of XX per cent of full time starting in XX 20XX or by agreement” or ‟The position is a substitute/fixed term position for one year at XX per cent of full time and starting in XX 20XX or by agreement, although not beyond XX”.
Is there any other information relevant to the position that the applicants need to know? For example, whether a trial period will be applied, who is the contact person, where and possibly when any interviews will be held:
‟Interviews will be conducted on our premises in Malmö during the week starting on XX Month”.

How to applyDescribe what needs to be included in the application, such as a personal letter, CV, qualifications, etc. For example:
‟Applications are to be submitted via the University’s recruitment system. The application is to/should include a personal letter justifying your interest in the position and how it matches your qualifications. The application is to/should also include a CV, degree certificates or equivalent and any other document to which you would like to draw attention (copies of grade transcripts, details of referees, letters of recommendation, etc.)”

Standard information about the faculty/department/division/equivalent
**(automatically generated in the recruitment system)**

**Double-check the content and language, and ensure that any links to web pages work**. **Check with your HR officer if you have any questions.
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## Tips for continuing recruitment work

Recruitment takes time! Create a timetable for the recruitment group and structure your work from the outset by scheduling the vacancy announcement, processing of application documents, interviews and reference checks.

Who should be involved in working on the person specification? Check with employees, their managers or other stakeholders to include their suggestions for requirements and qualifications for the new position.

Avoid copying previous vacancy announcements or positions. Examine the need as it is right now, what has changed, whether there are new needs, and so on.

The requirements must be measurable. It must be possible to evaluate the level of knowledge, expertise and experience. Avoid unnecessary unjustified conditions or requirements which exclude applicants and risk discrimination.

Think about language! Be clear and descriptive in an attractive way and preferably use sentences in the second person (e.g. you have an education in … your duties will include …).
Read more on the LU web page about text and language [here](https://www.medarbetarwebben.lu.se/node/2933)

Don’t write excessively long or short vacancy announcements. Provide links enabling candidates to read more instead of adding too much text. Even short appointments benefit from a clear description of the workplace and the duties of the position.

Think from the candidate’s perspective, what does the candidate want/need to know about the workplace and the duties of the position to be drawn to apply?

It is advisable to use selection questions that the applicants can answer in their application; this can facilitate the selection process. Contact your HR officer for tips/help.

Think through how you can reach the right audience with the vacancy announcement. How do we reach suitable candidates (for example via the press and digital media), how can we get a wider dissemination of the announcement (for example via social media, videos, information on various websites, participation in relevant networks, etc.)?
**There are procured services for this at LU;** contact your HR officer for support.

Use the assistance of your HR officer and read more about the [recruitment process on the HR website](https://www.hr-webben.lu.se/rekrytering-av-ta-personal)