Guidelines for research assistant and postdoc (VIP) appointments, advertised positions, Natural Sciences

Job category	Job advertisement	Approval of job advertisements	Shortlisting	Selection and approval of members of the assessment committee(2) and shortlisting (where relevant)	Selection of candidates for interview and participation in the interview	Recommendation for appointment	Decision to appoint
Research assistant **Postdocs**	The grant recipient **(1)** sends the job advertisement and info on financing to HR	The head of department (within grant recipient's and the dept.'s budget)	In connection with shortlisting, the (chair of the) assessment committee assists the grant recipient On the condition that the candidates possess the necessary qualifications, the gender diversity requirement also applies to applicants who are shortlisted.	Head of department **(3)**	Grant recipient **(4)** On the condition that the candidates possess the necessary qualifications, the gender diversity requirement also applies to applicants offered job interviews.	The grant recipient sends the recommendation of appointment to HR	Head of department

(1) Grant recipient: may be head of department or a person authorised by him/her

(2) Assessment committee: must consist of at least one internal person of at least associate professor level, cf. the faculty's guidelines

(3) According to an agreement between the dean and the Academic Council, the head of department is authorised to approve the assessment committee

(4) Others may be involved as required

REMEMBER: Candidates with a personal (named) grant from councils, foundations or external non-government funders may **be employed without advertisement,** cf. section 8 of the Appointment Order (Ministerial Order no. 242 of 13 March 2012) and there must be a positive academic assessment. The notice of award must be sent to HR as documentation for the case (REMEMBER that the notice of award must state that at least 50 per cent of the salary of the person named is financed by the grant).