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## **Checklist for the establishment of tendering and recruitment processes\***

contact person for queries (phone, e-mail):

### **I. Job advertisement**

- 1) Tender specification/s (please attach a copy)
- 2) Involvement from the internal market mediator (Ms. Süberkrüp, phone: 39-4498, e-mail: [sabine.sueberkruep@zvw.uni-goettingen.de](mailto:sabine.sueberkruep@zvw.uni-goettingen.de)) will take place on *(not an academic staff member)*

- 3) The equal opportunities officer will be involved with tender specification on

- 4) The tender will be published in the "Staff Information" section as well as on the university website.

yes; it will be listed under issue no.

no (please explain; please apply for a waiver of notice if applicable)

additionally, the tender will be published in:

- 5) A request was made to the **Göttingen Employment Agency** (phone: 520-273, e-mail: [goettingen.arbeitgeber@arbeitsagentur.de](mailto:goettingen.arbeitgeber@arbeitsagentur.de)) for the placement of (a) severely disabled person/s or of person/s of equal status for this employment position on

- 6) The representative (phone: 39-22725, e-mail: [Vertrauensmann.Schwerbehinderte@zvw.uni-goettingen.de](mailto:Vertrauensmann.Schwerbehinderte@zvw.uni-goettingen.de)) for the severely disabled person/s is aware of affected applicants:

yes; the following:

no



reason for ineligibility, if applicable

4) Selection criteria

The following employment conditions were defined in the job advertisement (list in full)

5) Applicant screening

The selection criteria listed under point four (4) are met by the following applicants

6) List of applicants invited for an interview

7) Reason for selection while accounting for requirements for tender and other criteria if applicable; ranking of substitutes if applicable

8) List of applicants (<http://www.uni-goettingen.de/de/116575.html>) including attachments of all application documents