



Checklist of Required Information:

Extension of VIP without job advertisement

Extension (Fixed-term)

Financing:

Before involving HR, the funding for the position must be approved by the Finance department. Afterwards, the following must be mailed to Jeanette Dandanell or Jens Wejlby Clausen:

Accounting details must be approved by the Finance department and must contain the following:

- Project Name (and if possible project no. + activity no.)

Candidate information:

- The candidate's name and date of birth/cpr. no.
- Employment period - starting date and end date
- Place of work (Chemistry /iNANO)
- Nationality
- Previous employment in the same type of position, if any
- The reason for the extension