



Checklist of Required Information: Job advertisement for recruitment of fixed-term VIP/TAP (E.g. postdoc)

Job advertisement: Fixed-term position

To be included with the employment information for recruitments requiring job advertisement and sent to Jeanette Dandanell or Jens Wejlby Clausen.

Financing:

Accounting details must be approved by the Finance department and must contain the following:
Project Name (and if possible project no. + activity no.)

Job advertisement must contain following:

- Description of tasks incl. job title
- Academic/professional qualifications
- Personal qualifications
- Information about workplace
- Fixed-term position
- Period of employment
- Full time/ Part time
- The possibility of extension in case further external funding is procured
- Place of employment and employment area¹ (Chemistry/iNANO)
- Contact information

Advertising:

Jobs are always advertised on AU homepage, Jobnet.dk and for VIP positions also on Naturejob.com (unless otherwise agreed with HR). Other recruitment strategies can be discussed with HR. Job advertisements are always paid by the department/project.

¹ Place of work is where the work takes place. The area of employment is always Aarhus University.
FOOD : Remember to include information about the coming relocation to Aarhus.