



**Checklist of Required Information:
Employment of VIP/TAP without job advertisement
(f.inst. Research Assistant)**

Employment without job advertisement (fixed-term employment)

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
- Nationality
- CV and diploma
- Previous employment in the same type of position, if any
- Assessment containing as a minimum:
 - Academic evaluation/assessment – not relevant for employment of TAP.
 - Reason for appointment
 - Short description of main tasks of the employment