**Checklist: Job advertisement for recruitment of fixed-term VIP/TAP**

**Job advertisement: Fixed-term position**

*Financing:*

The Head of department or somebody authorized by him/her must approve the funding before the job advertisement is sent to HR.

*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 area[[1]](#footnote-1)
* 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. [↑](#footnote-ref-1)