

# **University of Groningen Recruitment Policy**

## **Introduction**

The University of Groningen (UG) is delighted that you are interested in the UG as a potential employer. We hope that you have a positive experience with the UG, regardless of the outcome of your application.

The UG's recruitment and selection process is based on the principles of open recruitment, transparent procedures and merit-based selection. Every applicant has a fair chance of being appointed. The UG also follows the principles of the Application Code of the Netherlands Association for Personnel Policy (NVP) (<https://www.nvp-hrnetwerk.nl/sollicitatiecode>). In addition, the UG is also committed to and responsible for safeguarding the sustainable employability of current UG staff members. This means that some vacancies will only be filled by internal applicants.

## **Vacancies**

All vacancies of at least 0.3 FTE for a period of three months or more will be reported and handled as vacancies. This does not apply to research projects for which external funding has been obtained and for which the number of staff was indicated in the funding application.

## **Recruitment (internal and external)**

Career advisors at the UG first check whether a priority candidate is available internally. If this is not the case, academic vacancies are then advertised on the University's website, academic job vacancy databases such as Academic Transfer and ResearchGate, and via LinkedIn and other networks. Vacancies for support staff are first posted internally for five days, before they are posted externally on the UG's website and on the Noorderlink website.

## **Job advertisements**

The job advertisements provide the information that you need to get a good idea of the position and the required qualifications. They always include a contact person who you can call or email if you have additional questions.

## **Procedures during the selection phase**

If you decide to apply, you can upload your application documents as stated in the job advertisement. You will receive an email confirming that your application has been received.

Two weeks after the closing date, you will be informed whether:

- You will be invited for a Skype/phone interview
- You will be invited for an interview
- Your application will be kept on file, stating the period within which further information will be provided
- Your application has been rejected.

### *Job interview*

The invitation for an interview includes the names and positions of the members of the selection committee. For academic positions such as associate professor (UHD), you will also be asked to give a presentation on your research or to give a lecture in front of an audience. You will probably also have the opportunity to talk informally with future colleagues in order to get a good idea of the position and of working at the University of Groningen.

If your application and your visit to the UG do not lead to an appointment, you will be notified of this verbally or in writing.

If you wish, you can call the Chair of the selection committee for further information about the strengths and weaknesses of your application.

Anyone who is still in the procedure will be notified of the selection committee's decision two weeks after that decision has been made.

### **Preparing for appointment**

Congratulations! You have been informed by the selection committee that you are being recommended for appointment. You will then receive an invitation from the HR adviser/department to complete and submit forms to prepare for your appointment at the UG. You will receive an invitation to attend a meeting at which your terms of employment will be discussed and finalized. These matters are often discussed by email if you currently live a considerable distance away from Groningen. Together with your new manager, the HR department will further prepare your 'onboarding' within the UG, so that you can get started and feel at home in your new working environment as quickly as possible.

### **Complaints about the application procedure?**

If you feel that the UG has acted in breach of the Recruitment Code of the Netherlands Association for Personnel Policy (NVP) during your application procedure, you can address your complaint to the Board of the University, for the attention of Ms. M.T.J. Stolp – email: [vmp@rug.nl](mailto:vmp@rug.nl).

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