



Recruitment at the University of Groningen

Information for applicants

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, 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, following the [Application Code of the Netherlands Association for Personnel Policy \(NVP\)](#). In addition, the UG is also committed to and responsible for safeguarding the sustainable employability of current staff members. This means that some vacancies will only be filled by internal applicants.

Vacancies

All vacancies of at least 0.6 FTE for a period of six months or more will be 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.

Our career advisors first check whether a priority candidate is available internally. If this is not the case, academic vacancies are then advertised. Vacancies for support staff are first posted internally for five days, before they are posted externally.

In the job description, we present a clear description of the position and what qualifications we expect of you. There is always a contact person mentioned 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.

No later than two weeks after the closing date, you will be informed whether:

- 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 you can also be asked to give a presentation on your research or to give a lecture. Besides 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.

Anyone who is in the procedure will be notified of the selection committee's decision as soon as possible and no later than two weeks after that decision has been made.

If your application do not lead to an appointment, you will be notified of this verbally. If you wish, you can call the Chair of the selection committee for further information to get an explanation of the review of your application.

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 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. Upon request, this can be done online.

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 J.S. Weitenberg via recruitment@rug.nl.