

Vacancy procedure support staff

The relevant job profile with corresponding job level and salary scale, based on the activities / tasks / job requirements, have to be determined in collaboration with your HR- manager or advisor.

After this the vacancy owner can create the vacancy text and send this to the HR-assistant, who will transfer this into the vacancy system Talentsoft Recruitment.

Please notice the usual recruitment procedure:

1. **University Job Classification (UFO) check** (done by UFO coordinator HR);
2. **Re-employment check** by the Re-employment Committee (HPC check);
 - a. no employee with the status of placement candidate: known within 1 working day,
 - b. suitable placement candidate: an interview has to take place with several re-employment committee members, the vacancy owner and the placement candidate. It might take some time to schedule the meeting due to the agendas of the above. No fixed deadline;
3. No suitable placement candidate?
The vacancy will be **published internal** on the website of the University of Twente - Intranet (**5 working days / 1 week**); potential internal candidates have to be invited for an interview or have to be contacted by telephone;
4. No suitable internal candidate?
Start **external recruitment** by publishing the vacancy external (**2/3 weeks**).

Important:

- A placement candidate has priority with regard to vacancies.
- A **vacancy** is considered as: all the new released and to be occupied positions of 6 months or longer, which must be filled either on a temporary or a permanent basis
- Vacancies are also new positions that result from reorganisation.