1. **General Info**

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| --- | --- |
| **Name vacancy holder of the service unit** |  |
| **Vacancy title written out**  *\*Please do not exceed 80 characters for better online findability!* |  |
| **Reported in ‘HR-mutaties’** | Yes / No |
| **Close date of publishing vacancy**  *\*Publishing internally and externally at the same time is not possible* | (internal): (external): |
| **Interview dates**  *\*in this way time can be reserved for the job interviews.* |  |
| **Level of education** | MBO / HBO / Bachelor / Master / University / Doctorate |
| **Name & email chairman committee** |  |
| **Members of the committee**   *\*HR would like to know this in advance!* |  |

1. **Vacancy details**

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| --- | --- |
| Header pictures vacancy | If the standard images of 'prominent people' of the service/faculty are not sufficient, send other portrait photos to [your hr-assistant](https://www.utwente.nl/en/service-portal/services/hr/about-us-contact/) |
| **USP – Unique selling point**  *\*New field in AFAS.  Choose one of the key-take-aways listed for the applicant* | Good pension / Flexible working hours / Hybrid working / Development opportunities / Varied work / Career opportunities / Good work-life balance /  a lot of involvement / a lot of freedom / Good working atmosphere / Open company policy /  Concerned employer / Prospect of permanent contract / Challenging work / Extra vacation days /  Study budget / Thirteenth month / Ability to work from home / Travel allowance / Help with housing /  Acceptable workload. |
| **Job description**  *\*New field in AFAS. 2-3 sentences with concise and catchy description of the vacancy.* |  |
| **Vacancy text**  *\* Sometimes the omission of information is just as important as adding it. Try to find a balance between brevity and enough detail in your job descriptions.*  *Vacancies with a text between 700 and 2,000 characters leads to more applications.*  *TIP: Use ‘You (can…)’ instead of ‘We (need…)’  TIP: Mention Hybride Working and our possibilities in training and development (Coursefinder).* |  |
| **Your profile**  *\** O*nly use bullet points (6 max)* |  |
| **Our offer**  *\** O*nly use bullet points (6 max)*  *Please note always the number of hours per week, the period of the appointment, the (maximum) grading and a unique advantage of the function).*  *Leave blank if HR needs to fill in the conditions.* |  |
| **Information and application**  *\*The contact person (Want to know more) and application process are also shown at the bottom of the vacancy!* | Are you interested in this position? Please send your application via the 'Apply now' button below before …, and include:  • Which documents? |
| **About the department**  *\*a specific description of the department can be entered here. Please note that there is no double information compared to About the organization.* |  |
| **About the organization**  *By default there will be published a short introduction about the service/faculty at the bottom of the vacancy text.* | Do not enter anything here. this is automatically loaded by WebHare with the vacancy. However, always check this after publication |
| **Contact / Want to know more**  *\*New field in AFAS. Contact person with whom*  *the applicant can contact for more*  *information. Often same as Chairman* |  |
| **Your colleagues**  *\*New field in AFAS. Fill in three direct colleagues with whom the applicant will work. Photo of people page will be shown (if publicly published).* | 1.  2.  3. |

**Standard vacancy text for inspiration**

We offer a fulltime /parttime position for .. hours a week in an inspiring multidisciplinary and international environment. The successful candidate will be employed for the duration of .. year (with the prospect of a continuation for another year).

Your gross monthly salary will be € …..,- maximum (based on a fulltime position), depending on your background and relevant experience.

This salary is according to scale … of the Collective Labour Agreement for Dutch Universities.

Additionally, the University of Twente provides excellent secondary employment conditions, such as an 8% holiday allowance, an 8,3% end of year bonus and facilities for professional and personal development.  
  
**Our offer inspiration**

* Excellent professional and personal development programs;
* a holiday allowance of 8% of the gross annual salary and a year-end bonus of 8.3%;
* a family-friendly institution that offers parental leave (both paid and unpaid) and career support for partners.