**Vacancy format for an English-language vacancy**

This form should be used by the vacancy holder together with his/her HR advisor to register a new English-language vacancy.

All grey fields in this form are required fields, except where indicated otherwise. Please note that recruitment assistance is available to ensure a swift process for all those involved.

Ask your Talent Acquisition Specialist or contact [recruitmentservices@tudelft.nl](mailto:recruitmentservices@tudelft.nl) for help. Standard texts and tips on writing an engaging vacancy text, as well as procedural guidelines are available on the [Intranet](https://intranet.tudelft.nl/-/vacatures-aanmelden).

Vacancies will be posted on the TU website ([www.tudelft.nl/careers](http://www.tudelft.nl/careers)), AcademicTransfer and LinkedIn. At the end of this form, you can also indicate that you want the vacancy to be accessible for TU Delft employees only.

**Details involved employees**

|  |  |
| --- | --- |
| Name vacancy holder |  |
| Faculty/department |  |
| Name HR advisor |  |
| Baancode *(if applicable)* |  |

**Details Recruitment Team**

|  |  |
| --- | --- |
| Recruitment Assistant | *will enter vacancy into the recruitment system, provides administrative support* |
| Department Assistant | *in those cases where the recruitment assistant only enters the vacancy* |
| Talent Acquisition Specialist |  |
| Others involved *(if applicable)* |  |

**Details Approval Team? (depending on your faculty’s or department’s “**[**working agreements**](https://intranet.tudelft.nl/-/recruitmentsysteem)**”)**

Check the working agreements of your department to see how many authorizers you need and who you have to choose.

**Selection Procedure information**

For more information or additional request/ suggestions, see below or ask your Talent Acquisition Specialist.

**General vacancy details**

|  |  |
| --- | --- |
| Job title (title of vacancy) |  |
| Vacancy number | 🛈 *The vacancy number is generated automatically* |
| Job type |  |
| Department / Section *(ex. UD-HRM-HRS-IM)* |  |
| UFO profile *(ex. Hoogleraar 1)* |  |
| UFO profile 2 *(if applicable)* |  |
| Requested educational level |  |
| Reason for vacancy |  |
| Cash flow |  |
| Explanation *(if applicable)* |  |
| Project code *(if applicable)* |  |
| Is it required to apply for an exemption (kennisembargo) for specific research and educational areas for this job? (*click* [*here*](https://intranet.tudelft.nl/-/exemption-certain-technology-programmes) *for more information)* |  |

**Conditions of employment**

|  |  |
| --- | --- |
| Number of positions |  |
| Schedule type |  |
| Contract (*click* [*here*](https://intranet.tudelft.nl/-/vacatures-aanmelden) *for more information on the different options)* |  |
| Contract duration *(ex. 6 months, 1 year, or indefinite)* |  |
| Working hours (minimum) |  |
| Working hours (maximum) |  |
| Salary scale | 🛈 *If the salary deviates from the pre-defined scale ranges, choose ‘see vacancy text’ and include the desired range in the "Conditions of employment" section of the vacancy text.*    or  See vacancy text |

**Vacancy text**🛈 For the Recruitment assistant: make sure to select the right job template first. When added later, input already entered will be deleted.

|  |  |
| --- | --- |
| **Teaser** *(if applicable)* |  |
| **Job description** | 🛈 *Describe why the job is important and what the employee will do. Where, how and with whom will he/she work?* |
| **Job requirements** | 🛈 *You can format the requirements as bullet points or textual. Mention need-to-haves and nice-to-haves.* |
| **Conditions of employment** | 🛈 *The standard conditions of employment will be filled in automatically. If applicable, mention here additions or changes to the standard conditions of employment (for example if the salary deviates from the pre-defined scale ranges).* |
| **TU Delft** | 🛈 *In this section general information about TU Delft is mentioned. This will be filled in automatically.* |
| **Faculty / University Corporate Office Department** | 🛈 *In this section general information about the faculty / University Corporate Office Department is mentioned. This will be filled in automatically. Please note that (specific) information about a department / group / team should be included in the job description.* |
| **Additional information** | Free text:   For more information about this vacancy, please contact … |
| **Application procedure** | 🛈 *Describe the application procedure, including the name, position and email address of the recipient of the application. Indicate which attachments have to be added to the application. Mention the closing date in de text.*  Free text:   For information about the application procedure, please contact … |

**Posting**

|  |  |
| --- | --- |
| Type of vacancy |  |
| Area of work (Function Type) |  |
| Academic discipline *(if applicable)* |  |

|  |  |
| --- | --- |
| **External vacancy pages (www.tudelft.nl/careers, AcademicTransfer, LinkedIn)** | |
| Post |  |
| Posting date | From       to no later than |

|  |  |
| --- | --- |
| **Internal vacancy page (accessible for TU Delft employees only)** | |
| Post |  |
| Posting date | From       to no later than |

**Selection procedure information**

Below you will find the possibilities for different selection steps. If known already, you can fill in which steps apply and who will be involved. This is not required, as you can also discuss this with the Recruitment assistant, Department assistant or Talent Acquisition Specialist during the selection procedure.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Selection step | Applicable? | People involved (if known) |
| Pre-screening | Pre-selection |  | Recruitment assistant / Department assistant |
| CV review | CV review by one assessor (vacancy holder) |  |  |
|  | CV review by multiple assessors (max. 30) |  |  |
|  | CV review by a panel (max. 30) |  |  |
| Interview | Interview 1 |  |  |
|  | Interview 2 |  |  |
|  | Interview 3 |  |  |
|  | Employment conditions interview |  |  |

There are several tools to perform an interview step, for instance a BAC, an assessment or a business case. Discuss with your HR Advisor or Talent Acquisition Specialist what kind of tool would fit with this selection procedure.

In case external panel members have to be involved, an account has to be created by HR Services. Please take into account that this can take up to 3 working days. You can request an account for an external panel member [here](https://tudelft.topdesk.net/tas/public/ssp/content/serviceflow?unid=95055cc008f24148a046e9141fb9f65e&openedFromService=true).

**Other remarks**

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| --- |
|  |