

SKH's key process

Process description for recruitment of Technical and administrative staff

Description of key processes at SKH

The description of key processes is part of our systematic quality improvement activities. The purpose is to ensure the quality of education, research and academic support/administration by having clear processes that define the different steps and specify which functions and organisational units are involved in the process. Linked to the key processes are procedure descriptions that specify in more detail what, for example, a department, subject unit or administrative department should do in relation to the event in question. The procedure descriptions are developed by those involved in the process.

Each key process has an associated matrix. The purpose of the matrix is to clarify in general terms how a process is followed up and developed. The matrix states which process is covered, the objective of the process, the data used for follow-up, where the results of the follow-up are checked and analysed, and who is/are responsible for ensuring that measures are taken based on the follow-up carried out. The matrix also states the governing and support documents that can be linked to the process.

Disclaimer: In case of a discrepancy between the Swedish and the English version of the decision, the Swedish version will prevail.

Process matrix

Process	Overall responsibility for action	Objective(s)	Governing and support documents	Verification and follow-up	Input for follow-up
Recruitment of technical and administrative staff	Head of HR	To hire technical and administrative staff with the best possible skills, taking into account the content of the job and the tasks to be included in the job.	Strategic plan Rules of Procedure Operational plans Template requirements profile Technical and administrative staff	Directors of departments, Director of Administration and HR	Timetable, Number of eligible applicants, Process description

Process description including procedures

The strategic plan, operational planning, educational planning and budget form the basis for announcements of employment. SKH's goal in all recruitment work is to hire employees with the best possible skills that are relevant to the content of the employment and the tasks to be included in the employment. In addition, employees must have the ability to develop SKH, to be part of the whole, to work for a common culture of openness and collaboration and to actively contribute to a good working environment. New recruitment must strengthen and develop the university's overall expertise. The process description for recruitment of Technical and administrative staff aims to maximize transparency and legal certainty in preparation and decision-making; procedures and regulations must be clear and known to the parties involved.

Functions and organisational units involved in the process

HR Department and recruiting manager. Communication. Director of Administration.

ESG/other national standards and guidelines

ESG 2:1 Higher education institutions ensure that they provide a supportive environment that enables teaching staff to develop both their pedagogical and subject expertise, as well as the conditions to carry out their work effectively.

Governing documents

Strategic plan, Rules of Procedure, operational plans.

Support documents

Template requirement profile Technical and administrative staff.

External parties

In some cases such as executive recruitment, search firms, psychological testing

Support systems

Recruitment system (Reach Mee)

Prerequisites and related processes and procedures

The strategic plan, operational planning, education planning, competence supply planning and budget form the basis for job advertisements. Technical and administrative staff at SKH are the prerequisite for further developing SKH. All recruitment, as well as the promotion of technical and administrative staff development, must be permeated by the idea of further developing SKH in accordance with SKH's strategic plan.

SKH's goal in all recruitment work is to hire employees with the best possible competence in terms of professional skills that are relevant to the content of the employment and the tasks to be included in the employment. In addition, employees must have the ability to develop SKH, to be part of the whole, to work for a common culture of openness and collaboration and to actively contribute to a good working environment. New recruitment must strengthen and develop the university's overall expertise.

The recruitment process must ensure the greatest possible transparency and legal certainty in preparation and decision-making; procedures and regulations must be clear and known to the parties involved.

How social equality (incl. gender equality) is taken into account in the process

The University emphasizes the importance of taking gender equality and equity issues into account in both the preparation and decision-making of employment cases by considering only merit and skills, with an emphasis on skills. Equality and gender equality should also be taken into account in the design of job profiles and advertising channels.

How sustainable development is taken into account in the process

Good skills management planning and recruitment of new skills provide better conditions for a sustainable working life.

How student and doctoral student perspectives are taken into account in the process

Decision-making documents for the Director of Administration's decision are sent out to the student unions one week before the decision is made

Employment (Co-Determination in the Workplace) Act

The employer is obliged to conduct negotiations with the employee organizations before decisions are made on major changes in the organization or if the working and employment conditions of one or more employees are changed. Regular information is provided to employee organizations on the development of the organization (in accordance with the Co-determination Act [known by its Swedish abbreviation MBL] and procedures for information and negotiation at SKH). New employment profiles and employment decisions regarding managers are negotiated at the MBL. Decision documents for the Director of Administration's decisions are sent out to the employee organizations one week before the decision is made.

Events in the process based on governing and supporting documents and procedures for the functions and organisational units involved in the process

1. planning/ possible succession planning/ proposed job profile

Activities:

- Head of department carries out a needs analysis
- Head of department, together with employees and HR partner in HR Department, develops proposal for job profile

2. Job vacancy announcement

Activities:

- The Director of Administration decides on the job profile/job advertisement. See template for requirements profile. The purpose of the template is to maintain minimum requirements and uniformity in our calls. The job profile includes a timetable for recruitment as well as decisions on how the position will be advertised.
- The recruitment profile is the basis for advertising the position.
- Applications are received via the recruitment system.

3. Processing of applications

Activities:

- Applicants are processed in the recruitment system
- Late applications may be considered if there are special reasons

4. Selection process

Activities:

- The hiring manager in co-operation with the HR partner decides on the basis of application documents related to the job profile which applicants are invited to an interview and any other selection such as tests.
- Interviews are conducted
- The hiring manager in co-operation with the HR partner proposes, on the basis of the present documentation (job profile, application documents, interviews, references and other information obtained during the process), the candidate(s) who should be considered first for the position and the order between them and describes the selection in a process description.

5. Decision on employment

Activities:

- The Director of Administration decides on the employment of technical and administrative staff, excluding short-term fixed-term contracts of up to three months and hourly employees.
- The decision is posted on the university notice board.
- Applicants are informed of the decision
- When the appeal period has expired, the employment case is closed and archived in accordance with the procedures for archiving employment cases. In the event of an appeal, see the appeal process.

6. Follow-up and evaluation of the recruitment process

Activities:

- Follow-up of the timetable and possible corrections of the timetable in future cases based on experience
- Follow-up on recruitments and the recruitment process as a whole is done annually by the HR Department

Follow-up and development of the key process

The HR Department is responsible for conducting an annual follow-up in dialogue with the business.

Process arrow for the key process

