



Recruitment and Selection Procedure at Utrecht University

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This process description states what candidates can expect when applying at Utrecht University (UU).

Creation of a vacancy

When a vacancy opens up at UU, the manager will determine the content of the position and the job profile in conjunction with the HR Adviser, on which basis the terms of employment are established. UU uses the University Job Classification (Universitair Functieordenen, UFO) system to classify positions. The WP-FLOW III scheme applies in the case of academic positions. The procedure for the recruitment, selection and appointment of professors is described in the Hoofdlijnen hooglerarenbeleid (Professor Policy in Brief) document.

This job profile is used to draft a vacancy text that aligns with the format applied by UU. The following are fixed components of the vacancy text:

- job title
- faculty or service department
- section/division
- type of appointment
- job description
- required profile
- offer
- scope of employment
- salary scale
- application deadline

The vacancy text refers to the UU website for further information on the terms of employment and the organisation, among other things. An inclusiveness statement is added at the end of the vacancy text by default.

A schedule of potential interview dates is created and preferably stated in the vacancy text. If the procedure includes an assessment or other instruments, this information is either noted in the actual vacancy text or discussed during the first round of interviews.

Publication of a vacancy

Reorganisation candidates and UU staff with long-term sickness have had priority in case of vacancies since 2019. In the absence of any preferred candidates, a vacancy will be published either internally within UU or externally. External vacancies will appear on the UU website as well as on the Academic Transfer website, a national vacancy website for Dutch universities, research institutes and academic hospitals. Vacancies are also published on the UU LinkedIn pages and on Indeed. Academic vacancies are additionally published on Euraxess and NRC Carrière (from the academic level). Finally, it will be determined whether each vacancy will also be visible on other platforms and job boards.

Job alert

People interested in UU vacancies can set up a job alert on the website. In return, suitable vacancies will be emailed to them automatically.

Application

Candidates can apply by clicking the corresponding button at the end of the vacancy text. This procedure allows applicants to enter their name and address, submit a CV as well as a letter of motivation and upload any attachments. Applicants will immediately receive an automated confirmation of receipt.



Privacy

As UU sets great store by privacy, it handles applicants' personal details carefully. These details will be treated confidentially, used solely for the purpose of selection and stored for up to four weeks following the completion of the procedure. No information will be provided to third parties unless UU is legally obliged to do so. UU uses the data that it receives (including name, address, email address, telephone number and CV) to process the application and to get in touch with the candidate.

After the recruitment period comes the selection procedure.

Selection of applicants

After closing the vacancy, the manager will make a selection of candidates for the first interview round and invite them. Applicants will be invited to the first interview by telephone or email within two weeks after the application deadline. This invitation will contain the names of the selection committee members, and the location, date and time of the interview will be arranged in consultation with the applicant..

Applicants will be notified via email if they are not invited to an interview. Rejections will also be sent no later than two weeks after the application deadline has closed.

UU aims to train managers and HR Advisers who conduct job interviews in avoiding unconscious bias during the application process.

Selection procedure

Following the first round of interviews, the manager will decide on the next step in the process and send a personal rejection note to candidates eliminated after the first round.

Applicants advancing to the next round will be told what the follow-up process entails. This process may involve a second interview, potentially preceded by an assessment or assignment. Upon completing the procedure, candidates will be notified individually.

An applicant who is selected for the vacancy will receive an offer. This offer covers key components such as the salary, the working days and hours, and the start date. The manager will discuss these matters with the candidate, possibly with the help of HR. Applicants may decide whether or not to accept the offer.

Once the parties have agreed, the employment will be arranged and the HR department will get in touch to provide further details and administrative assistance. The manager will begin preparing for the first working day and consider the onboarding process.

NVP code of conduct for applications

Utrecht University has based its entire application procedure on the [NVP code of conduct for applications](#).

Participation

As UU is making a great effort to implement the Participation Act (*Participatiewet*), it frequently publishes suitable vacancies. These vacancies appear on [werk.nl](#).