



JÖNKÖPING UNIVERSITY

# Development plan HRS4R

## 4 Steering documents – OTM-R c) Recruitment tools

- a) Ready and decided
- b) Ready and presented to the University Foundation Board
- d) and e) are being negotiated with the unions

POLICY

PLAN

BESTÄMMELSE

HANDLÄGGNINGSSORDNING

**TITLE:** Development plan HRS4R – Steering documents OTM-R

**SPONSOR:** CHRO

**VERSION:** 2018-06-15

**CHAIR OF STEERING COMMITTEE:** CHRO

**APPENDIX TO DECISION:** Action Plan HRS4R 2018-2021

**PROJECT MANAGER:** HR Specialist Madelene Jansson

**ORIGINAL LANGUAGE:** English

**DNR:** -- HJ 2016/535-12

## PLAN

### BAKGROUND and Purpose with the development of this area

Jönköping University is a modern institution, characterized by internationalization and an entrepreneurial spirit. Jönköping University is one of three Swedish private, non-profit institutions of higher education with the right to award doctorates. Jönköping University has around 11,000 students, of which 2,000 are international students. The university is one of the top universities in international student exchange and among the best in Sweden in terms of attracting international students.

*We attract highly qualified, inventive and enterprising people from all around the world*

Jönköping University's success is built on openness, equality and diversity. The purpose with the development of this area is to further strengthen JU:s attraction for researchers and teachers by conducting an open, transparent and merit based recruitment process. The development consists refinement and quality assurance of the recruitment process.

### Objectives and output

No	Objective	Output
a)	Clear eligibility requirements for each teacher-/research category	The output is to provide easily accessible information for researchers and teachers regarding the eligibility requirements.  Provide easily accessible information
b)	Transparency about possible career paths	The aim is that internal and external candidates should be given equal opportunity to take part in Jönköping University's possible career paths
c)	Recruitment process including, advertising, application, evaluation, feedback to applicants, as well as quality assurance mechanisms meeting the OTM-R  Updated recruitment tools  Training offered for everyone involved in the recruitment process	Professional recruitments that meet the standard of OTM-R.
d)	Identify further areas of improvement within the recruitment process	

### Delivery targets (Leverans mål)

- a) Development of the Appointment Procedure for teachers at Jönköping University (2017-2018)
- b) Our internal auditors will go through the recruiting process at the schools and make a report that will be presented for JUs Foundation Governing Board. (2017-2018)
- c) Develop recruitment tools (guidance, templates, instructions) (2018)
  1. Requirement profiles
  2. Ad templates
  3. Templates for instructions to external experts

## PLAN

4. Updated instructions and guidance on the intranet
  5. Updated instructions and guidance in the service catalogue
  6. A description of the recruitment process in chronological order with inputs and outputs, decisions and documentation
  7. Training offered for everyone involved in the recruitment process
- d) JU needs to negotiate and write an agreement with the unions to be able to give JU the opportunity to attract and recruit young promising researchers and offer a qualification appointment with tenure track that gives the employee possibility to develop both pedagogically and scientifically. This position need to be part of the career paths stated at the Appointments procedure. (2018-2019)
- e) JU also needs to negotiate and write an agreement with the unions to be able to offer interesting temporary assignments as visiting professors to international researchers for a longer period of time. (2018-2019)

## ORGANISATION

Sponsor	For a) c) d) e) President, Agneta Marell For b) Chair of the Board, Monica Dahlbom
Chair of steering committee	CHRO Ingrid Estrada-Magnusson
Steering committee	CHRO Ingrid Estrada-Magnusson, HR manager Jenny Lundgren
Project leader	For c) HR-specialist, Madelene Jansson (?)
Project group	For c) HR-specialist, Madelene Jansson and HR Administrator Kajsa Linnarsson
Reference group	<p><b>HR departement</b>            HR Manager, Jenny Lundgren            HR-specialist, Maria Åsebrant            HR-specialist, Jenny Lindgren            HR-specialist, Hanna Sandström            HR-specialist, Elin Ravenhill</p> <p><b>Operation Managers within the faculty and members of the strategic committee for support and service at Jönköping University:</b>            Peter Hofverberg, JIBS            Gunnar Gunnarsson, HLK            Anna-Lena Jarfors, HHJ            Jenny Dahlkild, JUE            Joakim Brobäck, JTH</p>

## Schedule

	Subarea	When (2017-2018)
1	Development of custom templates for requirement profile for each teacher category	2018-05-31
2	Ad templates	2018-05-31
3	Templates for instructions to external experts	Autum 2018 (ongoing)
4	Updating information, instructions and guidance on the intranet	2018-05-31
5	Updated instructions and guidance in the service catalogue	Autum 2018
6	A process description for recruitment	Autum 2018
7	Training offered for everyone involved in the recruitment process	2017-11-30 – 2017-12-01

## PLAN

	2018-04-11 – 2018-04-12
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### Activities

In connection with the Regulations for Appointment of Teachers at Jönköping University (Appointment Procedure) information, guidelines and instructions have been updated regarding recruitment of faculty.

#### **Development of custom templates for requirement profile for each teacher category**

Common templates within JU has been developed and customized for each teacher category. The templates Needs Analysis, Timeline for Recruitment and Requirement Profile is the basis in the recruitment framework.

##### Reference group 1.

HR Manager, Jenny Lundgren  
HR-specialist, Maria Åsebrant  
HR-specialist, Jenny Lindgren  
HR-specialist, Hanna Sandström  
HR-specialist, Elin Ravenhill

2018-04-05 Mailing of information and draft of templates to HR-specialists

2018-04-19 Presentation of work and draft of templates at the HR department meeting

##### Reference group 2.

Peter Hofverberg, JIBS  
Gunnar Gunnarsson, HLK  
Anna-Lena Jarfors, HHJ  
Jenny Dahlkild, JUE  
Joakim Brobäck, JTH

2018-04-17 Presentation of work and draft of templates in the strategic committee for support and service.

#### **Ad templates**

Ad templates have been updated accordingly to the Appointment Procedure regarding gender equality and diversity.

#### **Templates for instructions to external experts**

Development of common template regarding information and instruction to external experts are ongoing. The activity is planned to be completed in the fall.

##### Reference group 1.

First meeting (2018-05-15) with Coordinator Susanne Hansson, JIBS and Research Coordinator Paula Lernstål Dias Vieira Da Silva

##### Reference group 2.

Chairmans of recruitment committees within faculty.

##### Reference group 3.

Deans within faculty

#### **Updating information, instructions and guidance on the intranet**

## **PLAN**

Due to the new Appointment Procedure, information, instructions and guidance on the intranet have been updated during May 2018. Existing pages on the intranet has been complemented with information regarding external experts, recruitment process of teachers and information regarding recruitment committee and recruitment group.

Referral of updated information, instructions and guidance on the intranet has been executed together with the activity development of custom templates of requirement profile for each teacher category.

### **Updated instructions and guidance in the service catalogue**

Activities are planned in the autumn 2018.

### **A process description for recruitment**

Activities are planned in the autumn 2018.

### **Training offered for everyone involved in the recruitment process**

Training for Managers in Competence Based Recruitment was conducted 2017-11-30 – 2017-12-01 and 2018-04-11 – 2018-04-12.