To: Appointment Committee

Case number: 20xx/xxxxx

**Appointment to (% if part time) *permanent position*/temporary position as position code xxxx (*position)* at *Department***

(Text marked in red is inactive text for the committee, and shall be deleted or edited to each case. We also have a guidance for recommendation of nomination in employment cases, which you can find at the same place online as this document)

The position as position code XXXX was announced at Nav.no and at UiO’s website, other places of advertisement with application deadline xx.xx.xxxx.

**The interview committee** consisted of *…* (*state the composition of the interview committee. Any observers/other resources present should also be mentioned)*.

Impartiality

*Short description of impartiality, if any of the members of the committee have any ties to the applicants. If none of the members has any ties, then the statement below can be used.*

None of the committee members has any form of personal relationship to the applicant.

**Applicants to the position**

There were *X* number of applicants for the position. Please see the attached list of applicants.

**The position’s field and qualification requirements**

*A short description/summary, copy from the advertisement*. For more details, please see the attached advertisement.

**Evaluation of applicants:**

There has to be a short assessment of why the applicants are called for an interview and why some were not selected. All applicants must be assessed (**be as specific as possible** *– give a brief justification for why applicants are not selected, ex.: applicant no. 1, 2, 3, 4, 5, does not fulfill the requirements for relevant experience in… Applicant no. x, x, x, does not fulfill the requirements for education according to the advisement, applicant no. x, x, x,* *partly fulfills the requirements, but is lacking…etc.)*

***Must always be included:***

(Number) of applicants (ID:xx) states to have an immigrant background. The following candidates were invited for an interview; *name* (ID:xx). E.g: None of the applicants was invited for an interview, since they are deemed not qualified according to the required qualifications of the advertisement. *(Please note that at least one qualified applicant with a stated immigrant background must be invited for an interview; if no applicants with a stated immigrant background is considered qualified according to the requirements of the advisement, this has to be commented upon.*

(Number) of applicants (ID:xx) states to have employment gap. The following candidates were invited for an interview; *name* (ID:xx). E.g: None of the applicants was invited for an interview, since they are deemed not qualified according to the required qualifications of the advertisement. *(Please note that at least one qualified applicant with stated employment gap must be invited for an interview; if no one with a stated employment gap is considered qualified according to the requirements of the advisement, this has to be commented upon.*

(Number) of applicants (ID:xx) states to have a functional impairment. The following candidates was invited for an interview; *name* (ID:xx). E.g: None of the applicants was invited for an interview, since they are deemed not qualified according to the required qualifications of the advertisement. *(Please note that at least one qualified applicant with functional impairment must be invited for an interview; if no applicant with a functional impairment is considered qualified according to the requirements of the advisement, this has to be commented upon.*

(Number) of applicants (ID:xx) states redundancy in the state or other preferential rights. The following candidates were invited for an interview; *name* (ID:xx). (*Please note that if the applicant is found to be qualified, the applicant must be employed and no assessments of the other applicants should be done.* *If it has been assessed that the applicant does* ***not*** *have preferential rights to the advertised position, an assessment of the applicant's lack of qualifications against the requirements of the announcement must be stated.*

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ID no | Name | Gender | Education | Work experience | Comments | Qualified? Yes/no | Interview |
| 1 | NN |  | Masters in xxx | HR adviser at XXX | Applicant has no relevant experience | No | No |
| 2 | NN |  | Bachelor in xxx | Lawyer at xxx | Interesting applicant with relevant experience | Yes | Yes |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

After an assessment of the candidates, we chose to invite the following applicants for an interview: ID xx + name, ID xx + name.

**Assessment of relevant applicants** *(with summary from the interview and from the reference interviews)*

*The applicants that are not nominated for the position is mentioned first.*

**The following applicants have been interviewed, but not nominated:**

**First name Surname (ID:nr)** has a *bachelor/masters* in ….. (Department, *20xx)*. *She/he* also has education in …. Current position is ….. *She/he* has relevant work experience as ……. from … in *20xx*. Other relevant experience is ….

*A brief summary of the background; such as highest education, current position, number of years of relevant experience, or what is most relevant to the advertised position.*

*Remember to state the employment history if the applicant have been employed at the University of Oslo and if the applicant has been temporarily employed in the position without announcement (employment % and period).*

*A description of the applicant’s motivation, relevant experience and educational background compared to the requirements of the announcement, as described in the interview(s). The interview committee’s impression from the interview about the applicant’s personal skills for the advertised position.*

*E.g., Assessment of solving of case, different exercises tests etc.*

The following references were contacted: *former leader/current leader/other (anonymously). State whether the references confirm/strengthen the impression from the interview; please mention any particularly important points that is relevant for the position (no more than two-three sentences).*

*Comment on the same key points for each candidate, and must end each by justifying whether, after an overall assessment of formal and practical skills, impressions from the interview and reference interviews, the candidate is considered qualified for the position (in relation to the requirements of the announcement) or not, and whether the candidate is found qualified for the position and will be ranked.*

**Comparative assessment and justification for the ranking of nominated applicants**

*A nuanced assessment of the nominated applicants and justification for the ranking between them.*

*Please see the guidelines.*

***If the announcement has more than one position code,*** *please state which position code each applicant is nominated for.*

**Recommendation of nomination:**

1. …

2. …

3. …

for permanent/temporary position as position code xxxx at Department of xxxx.

Date: *dd.mm.yyyy*

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Head of section