Preparation process for recruiting doctoral students at the Department of Information Technology, Uppsala University

Follow this planning process when admitting and employing doctoral student to all the department’s doctoral subjects, with the exception of special processes used for, for example, industrial and CIM doctoral students. The purpose of the process is to ensure that open doctoral positions receive wide exposure and that we conduct a competency-based recruitment.

Before advertising an open position

1. A needs analysis and a justification of the knowledge profile and a proposal of main supervisor are anchored with the Head of Division.

2. A search committee including three people is appointed by the Head of Division:
   - the future main supervisor (convenor)
   - an intended future assistant supervisor
   - a professor (or senior lecturer) from the department who will not be involved in the supervision

3. The search committee produces a knowledge profile for the advertisement both in Swedish and English as well as clear criteria for how the requested knowledge is to be assessed. Note that it is the Swedish advertisement that applies should they differ. Coordination with the FUAP should be made to assess that the subject's eligibility requirements in the general study plan are met. The call text must take the equal opportunities perspective into account.

Announcement and recruitment (in addition to UU's formal requirements)

4. The knowledge profile is reviewed in consultation with the HR generalist, who then takes it further to the recruitment system Varbi. If the call does not attract sufficiently qualified applicants for a selection to be made, then the call should be republished after adjusting the project description, criteria, application period, or announcement channels.

5. An initial selection of candidates is made by the search committee jointly. This is to ensure that a consistent assessment is made in relation to the knowledge profile with a broad recruitment basis in mind.

6. A first interview is conducted by at least two members of the search committee. The invitation e-mail should, for the applicants' knowledge, have described the interview process. All candidates must be given the same opportunity at interview, for example, via Zoom. There is support material for the interview and further Selection - Uppsala University (uu.se).

7. A second selection of candidates is decided by the search committee jointly. In this step, a check of qualifications and diplomas must be carried out. This short list is sent to it-hr@it.uu.se for HR's assessment of whether any of the candidates need to be reviewed by the Security Department before they are invited to a second interview.

8. The second interview takes place on site and is carried out by the entire search committee. The department covers costs for economy travel and any overnight accommodation. If the interview cannot take place on site for very specific reasons (for example, visa problems or travel restrictions), then the interview is offered via Zoom. In that case, a written note must be given to the Head of Division that the candidate has not been visiting. In connection with the second interview, the convenor checks IDs of the candidates to confirm their identities.

9. The interview day should include a presentation of, for example, the candidate's Master thesis, a scientific discussion which relates to the doctoral subject (including a practical part if relevant) as well as a meeting with doctoral students and other colleagues. The convener takes notes during the interview day and saves these until the recruitment is complete.
10. References are taken after the second interview. This is carried out by the convenor with support from HR if necessary. After taking references, the search committee makes a recommendation about which candidate should be offered the position. This is communicated in an e-mail to the Head of Division with Cc to it-hr@it.uu.se, where it is also stated that the preparation process has been followed as above.

After this, the HR generalist handles the employment of the doctoral student, while the main supervisor is responsible for preparation for admission to the doctoral program, among other things by formulating an individual study plan.

2024-05-03
Director of PhD Studies
Ingela Nyström