



GUIDELINE	Valid from	Reference number
	2019-05-21	V-2019-0442 1.2., changed by V-2020-0451 1.2
Decisionmaker	Changed from	Responsible for review and questions
President	2020-06-17	Human Resources Department in the University Administration

This document is a translation. In case of a discrepancy between the Swedish original and the English version of the decision, the Swedish original will prevail.

Guidelines on the advertisement of employment

This governing document has been approved by the President (reference number V-2019-0442 1.2.). The steering document is valid from 21 May 2019 and was last modified on 17 June 2020 (reference number V-2020-0451 1.2). The governing document regulates how the Royal Institute of Technology (KTH) provides information about available positions. The Human Resources Department in the University Administration is responsible for supervision and questions regarding the governing document.

Section 6 of the Employment Ordinance (1994:373) contains the following stipulation:

Section 6 An authority that intends to take on a new member of staff must provide information on this in an appropriate manner so that anyone interested in the position can contact the authority within a reasonable time frame.

When it concerns a position that the Government shall decide on after proposals or registration from an authority or its head, the authority shall provide information about the available position.

There is no need to provide any information if special grounds indicate otherwise.

1 How KTH provides information about an available position

Advertisement is done on KTH's external website and in the Public Employment Service Job Bank and always in Swedish. With regard to the employment of teachers, the hiring manager shall be responsible for informing international research networks and for the announcement being published in the media relevant to the research domain (publications, e-mail lists and websites).

The hiring manager decides if advertisement needs to be done in several channels and bears the cost for this. The hiring manager is also responsible for any translation and its cost.

The advertisement shall follow KTH's advertisement templates for the respective type of employment. These are available on the Human Resources Department's recruitment pages on the intranet.

The advertisement period is at least 10 calendar days counted from the date the advertisement was published. With regard to employment of teachers, the advertisement shall be at least three weeks. The advertisement period may be extended if done so before the end of the ongoing advertisement period. A decision on extension is to be made by the hiring manager. With regard to the employment of teachers, another procedure applies; see the guidelines on the appointments procedure (V-2019-0630).

1.1 Exceptions from the principal rule regarding advertisement

According to Section 6 Paragraph 3 of the Employment Ordinance, advertising need not be made if special reasons exist. According to the Swedish Agency for Government Employers' text 'Employment', special reasons may be the employment of persons who have priority rights to re-employment or employment with a higher employment level, redeployment/transfer or hiring through the Job Security Foundation.

If the hiring manager deems that there are grounds for not advertising the employment, those grounds shall be documented in the case. This may be relevant in the employment of an adjunct professor or visiting professor.

Upon the employment of a professor through the Special Appointment Procedure, information on the available position need not be provided (see Chapter 4 Section 7 of the Higher Education Ordinance (1993:100)).

For employment of technical administrative personnel, the hiring manager may advertise on the intranet to investigate if the right competence exists within KTH. In such advertisement, applications from applicants who are not employees at KTH are assessed equally.