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Recruitment tools and services  
at a glance

	 <b>Preparation</b>	 <b>Publication</b>	 <b>Pre-selection</b>	 <b>Selection/Interview</b>	 <b>Closing</b>
<b>Tools</b>	<a href="#">Job requirement profile</a>	Job advertisement <ul style="list-style-type: none"> <li>• <a href="#">Sample job advertisement</a></li> <li>• <a href="#">Compelling job advertisements for academic roles (guide with examples)</a></li> <li>• <a href="#">Instructions for the recruitment tool (Softfactors) „Job management“</a></li> </ul> Selection questions (Hardfactors) <ul style="list-style-type: none"> <li>• <a href="#">One-Pager Hardfactors</a></li> <li>• <a href="#">Instructions for configuring hardfactor questions</a></li> <li>• <a href="#">Sample questions for scientific functions</a></li> <li>• <a href="#">Sample questions for technical and administrative functions</a></li> </ul>	<a href="#">Instructions for the recruitment tool (Softfactors) „Application management“</a>	Interview guides <ul style="list-style-type: none"> <li>• <a href="#">Doctoral students</a></li> <li>• <a href="#">Postdoctoral researchers</a></li> <li>• <a href="#">Technical and administrative functions</a></li> </ul>	<a href="#">Instructions for the recruitment tool (Softfactors) „Closing the position“</a>
			Application management <a href="#">Templates for communication with applicants in the recruitment tool (Softfactors)</a>		
<b>Services</b> <b><u>Recruiting Support</u></b>	On request: Check-in (briefing) on the recruitment process	<ul style="list-style-type: none"> <li>• On request: Online introduction to the recruitment tool (Softfactors)</li> <li>• Appropriate publication</li> <li>• Quality check of job advertisements for doctoral students and postdoctoral researchers</li> </ul>	<ul style="list-style-type: none"> <li>• Advice on the use of the recruitment tool (Softfactors)</li> <li>• On request: Check-in for (pre-) selection/application management</li> </ul>		Support with closing the position (ensuring data protection)
<b>Services</b> <b><u>HR Personnel Consulting</u></b>	<ul style="list-style-type: none"> <li>• Consultation/review of job requirement profile</li> <li>• Consultation on contract-relevant aspects (salary, fixed-term contracts, etc.)</li> <li>• Involvement of HR Personnel Consulting depending on function and/or domain</li> </ul>	Quality check of job advertisements for administrative, technical and higher scientific functions	By arrangement: Participation in pre-selection	By arrangement: Participation in interview process	Definition of contract components (function level, salary, etc.)
<b>Training</b>				<a href="#">Interview trainings for the recruitment of scientific functions</a>	