**Vacancy format for an English-language vacancy – version October 2024**

This form should be used by the vacancy holder together with the HR advisor to register a new English-language vacancy. Check with your department manager if any approval is necessary (for instance on budget).

Ask your **Talent Acquisition Specialist** for additional recruitment support.

More information about **recruitment** and the **recruitmentsystem** can be found on [intranet](https://intranet.tudelft.nl/-/posting-a-vacancy).

**All fields are required fields, except where indicated otherwise.
Only fully completed forms will be processed.**

**Do you need help writing a recruiting and inclusive vacancy text?
Please have a look at our [vacancy text library](https://sharepoint.tudelft.nl/misc/medewerkersportaal/_layouts/15/start.aspx%22%20%5Cl%20%22/SitePages/HR%20Vacatureteksten.aspx) for good examples of (similar) vacancy texts.**

**Details involved employees**

|  |  |
| --- | --- |
| **Vacancy holder***(and possibly a back-up)* |       |
| **Faculty/department** |       |
| **HR advisor** |       |
| **Management / Department Assistant** |        |
| **Talent Acquisition Specialist**  |        |
| **Others involved** *(if applicable)* |       |
| **Selection committee members** *(involved in CV-review)* |       |

**General vacancy details**

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| --- | --- |
| **Job title** *(title of vacancy)**Please note: max. 95 characters* |       |
| **Job type** |  |
| **Department / Section** *(ex. UD-HRM-HRS-IM)* |       |
| **UFO profile** *(ex. Hoogleraar 1)* |       |
| **UFO profile 2** *(if applicable)* |       |
| **Requested educational level** |  |
| **Reason for vacancy** |  |
| **Cash flow** |  |
| **Explanation** *(if applicable)* |       |
| **Project code** *(if applicable)* |       |
| **Baancode** *(if applicable)* |       |
| **Is it required to apply for an exemption (kennisembargo) for specific research and educational areas for this job? (*click*** [***here***](https://intranet.tudelft.nl/-/exemption-certain-technology-programmes) ***for more information)*** |  |
| **Does the research in question involve knowledge security risks?** *(see* [*Guidance Advisory Team EN*](https://sharepoint.tudelft.nl/misc/KnowledgeSecurity/_layouts/15/WopiFrame.aspx?sourcedoc=%7b0CD38346-8E34-4C11-B824-FFB0CCA419C9%7d&file=Guidance%20Advisory%20Team%20EN.pdf&action=default)) |  |

 **Conditions of employment**

|  |  |
| --- | --- |
| **Number of positions** |       |
| **Schedule type** |  |
| **Contract**  |  |
| **Contract duration** *(ex. 6 months, 1 year, or indefinite)* |       |
| **Working hours (minimum)** |       |
| **Working hours (maximum)** |       |
| **FTE** |       |
| Salary scale |  or[ ]  See vacancy text  |

**Vacancy text**🛈 For the Recruitment assistant: make sure to select the right job template first. When added later, input already entered will be deleted.

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| **Teaser** max. 200 characters |       |
| **Job description**max. 4000 characters | 🛈 *Describe why the job is important and what the employee will do. Where, how and with whom will he/she work?*      |
| **Job requirements** | 🛈 *You can format the requirements as bullet points or textual.*      |
| **Conditions of employment** | 🛈 *The standard conditions of employment will be filled in automatically. If applicable, mention here additions or changes to the standard conditions of employment (for example if the salary deviates from the pre-defined scale ranges).*      |
| **TU Delft** | 🛈 *In this section general information about TU Delft is mentioned. This will be filled in automatically.* |
| **Faculty / University Corporate Office Department** | 🛈 *In this section general information about the faculty / University Corporate Office Department is mentioned. This will be filled in automatically.* ***Please note that (specific) information about a department / group / team should be included in the job description.***  |
| **Additional information**  | Free text:   For more information about this vacancy, please contact …      |
| **Application procedure** | ***Name the attachments the candidate should send in. By default, the recruitment system only asks for CV and cover letter. Additional attachments should be listed below.*** Free text: Apply via the application button and upload your CV and cover letter. -- Other documents?  |

**Posting**

|  |  |
| --- | --- |
| Type of vacancy |  |
| Area of work (Function Type)  |  |
| Academic discipline *(if applicable)* |   |

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| **External vacancy pages (www.tudelft.nl/careers, AcademicTransfer, LinkedIn)** |
| Post |  |
| Posting date  | From       to no later than       |

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| --- |
| **Internal vacancy page (accessible for TU Delft employees only)** |
| Post |  |
| Posting date | From       to no later than       |

**Other remarks**

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|       |