Checklist for the establishment of tendering and recruitment processes* contact person for queries (phone, e-mail):

l.	Job advertisement
1)	Tender specification/s (please attach a copy)
2)	Involvement from the internal market mediator (Ms. Süberkrüp, phone: 39-4498, e-mail: sabine.sueberkruep@zvw.uni-goettingen.de) will take place on (not an academic staff members)
3)	The equal opportunities officer will be involved with tender specification on
4)	The tender will be published in the "Staff Information" section as well as on the university website. yes; it will be listed under issue no. no (please explain; please apply for a waiver of notice if applicable) additionally, the tender will be published in:
5)	A request was made to the Göttingen Employment Agency (phone: 520-273, e-mail: goettingen.arbeitgeber@arbeitsagentur.de) for the placement of (a) severely disabled person/s or of person/s of equal status for this employment position on
6)	The representative (phone: 39-22725, e-mail: Vertrauensmann.Schwerbehinderte@zvw.uni-goettingen.de) for the severely disabled person/s is aware of affected applicants: yes; the following:
	□ no

^{*} for more detailed information, please refer to http://www.uni-goettingen.de/de/305434.html

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II. Selection process

1)) Overview		
total number of applications received:			
	- from women: from	men:	
	applicants who were not considered (for	or specified reasons):	
	(
٥,			
2)	Severely disabled applicants	yes no the University Medical Centre of Cättingen):	
	from a division of the university (including	the University Medical Centre of Göttingen):	
	external applications:		
	reason for ineligibility, if applicable:		
	reason for mengionity, if applicable.		
involvement of the representative for severely disabled person/s:			
		representative of severely disabled person/s	
		Göttingen,	
		For the employment of	
		Mr./Ms.	
		I have	
		☐ no objections	
		the following objections (see justification)	
		(Signature)	
		(0)	
3)	internal candidates	yes	
	if yes, who?		

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	reason for ineligibility, if applicable		
4)	Selection criteria The following employment conditions were defined in the job advertisement (list in full)		
5)	Applicant screening The selection criteria listed under point four (4) are met by the following applicants		
6)	List of applicants invited for an interview		
7)	Reason for selection while accounting for requirements for tender and other criteria if applicable ranking of substitutes if applicable		

8) List of applicants (http://www.uni-goettingen.de/de/116575.html) including attachments of all application documents