# **Template for postdoctoral ads (employment) at The Faculty for Science and Technology at Umeå University**

Text in sans serif font are our instructions and explanations, and should thus be removed from the ad.

The serif font text is for you to copy and paste into you ad. Text marked in yellow is to indicate that you need to add information.

## **Post doctor (2 years) within ...**

Keep in mind that the heading must not be too long (60 characters) to be published on Platsbanken. Open with a position specific version of this preamble:

“The Department of ... seeks a postdoctoral researcher who will work with .... The employment is full-time for two years with access… (date month, year) or by agreement.”

The first sentence specifies the department and project focus in only a couple of words. Note that dates should always be in the format date (numbers) month (letters), year (numbers) to avoid confusion due to different international standards. Example: 3 March, 2021.

### **Project description and working tasks**

In order to pique the interest of potential applicants, start with the research question. What will the postdoc study? Why is it interesting? What importance does the research play in a wider perspective?

Move on to describe the milieu. Think broader than just listing several specific people, organizational units or companies. To attract excellent candidates, describe positive aspects of your department and research group offer, for example if it is a working environment that actively encourages a healthy work-life balance, if you have a good social climate, or if it is a creative or dynamic workplace. End by mentioning who funds the project, which specific work tasks the postdoc will perform – for example if the postdoc will use specific methods or datasets – as well as what role the postdoc will fill in the project, for example if the postdoc will have specific responsibilities within the group.

If teaching is to be included in the employment (may be up to 20 %) it should also be mentioned here.

Keep in mind that we need to show excellent applicants why they should choose Umeå University over other attractive employers as well as create interest for this specific project. The goal is to attract as many qualified applicants as possible (about 500-1000 characters including spaces).

### **Qualifications**

Always rank the qualifications in order of formal importance, starting with the formal requirements, requirements for the specific project, other requirements, and lastly other desirable skills or merits. Start with Umeå University’s formal requirements for postdoctoral researchers, found in the Appointment Procedure for Teachers (FS 1.1-129-22).

 The following text should **always** be included:

“To be appointed under the postdoctoral agreement, the postdoctoral fellow is required to have completed a doctoral degree or a foreign degree deemed equivalent to a doctoral degree. This qualification requirements must be fulfilled no later than at the time of the appointment decision.

To be appointed under the postdoctoral agreement, priority should be given to candidates who completed their doctoral degree, according to what is stipulated in the paragraph above, no later than three years prior. If there are special reasons, candidates who completed their doctoral degree prior to that may also be eligible. Special reasons include absence due to illness, parental leave, appointments of trust in trade union organisations, military service, or similar circumstances, as well as clinical practice or other forms of appointment/assignment relevant to the subject area. Postdoctoral fellows who are to teach or supervise must have taken relevant courses in teaching and learning in higher education.”

In addition to the formal requirements there are often requirements that need to be met for the applicant to complete the project, for example the degree subject area. These are stated after the formal requirements. Additional, nonspecific, requirements can be good skills in written and spoken English.

Thereafter you can state expected abilities and skills, for example ability to conduct work in a cooperative manner, ability to apply a problem-solving approach, capability to progress on their own initiative, or other. It is preferrable to describe these as verbs rather than adjective, for example “you can structure your work independently” over “you are independent”.

The text in the ad will specify who is eligible to apply and it is important that we state good and relevant requirements for the employment. It is also important that we consider the relationship between required qualifications and desirable qualifications and clarify this. If we have few required qualifications but several desirable qualifications, many people become eligible and we potentially receive several applications that are not relevant, but still need to be considered and assessed. On the other hand, if we include many required qualifications and only a few desirable, we might get only a few qualified applicants (thus missing out on excellent candidates) and risking criticism for so-called "shoe size advertising". Make sure that the requirements and desired merits are as concise, easily evaluated, and transparent as possible.

### **Application**

The following text can be used:

“A full application should include:

* Cover letter in which you …[see suggestions below],
* Curriculum vitae (CV) with publication list,
* Verified copy of doctoral degree certificate or documentation that clarifies when the degree of doctor is expected to be obtained,
* Verified copies of other diplomas, list of completed academic courses and grades,
* Copy of doctoral thesis and up to [add number] relevant articles,
* Other documents that the applicant wishes to claim.
* Contact information to two persons willing to act as references.”

We do this to ensure that the formal requirements are met and that we then have sufficient information to adequately rank eligible candidates. In the list you can specify what kind of information the applicants should include in their cover letter, for example how their previous research experience fits with the advertised post doc project, and how many pages or characters it should be. We recommend that you do not ask for references in the application stage, but rather state in the ad that references will be requested prior to the potential interview.

You can use the following to end the ad:

“The application must be written in English or Swedish. The application is made through our electronic recruitment system. Documents sent electronically must be in Word or PDF format. Log in to the system and apply via the button at the end of this page. The closing date is [date month, year]. Further details are provided by [Name and contact information]”

**More information**

Here you can describe the department, Umeå University and/or Umeå as a place to live. Appropriate standard texts should be available at the department.