Jobs at Swedish universities – Recruitment processes for teachers, researchers and administrative staff

This PM contains a summary from the network event ‘Jobs at Swedish universities – Recruitment processes for teachers, researchers and administrative staff’, held at Stockholm Academic Forum 4 May 2016. The event was one part of a series of events organized within the framework of Stockholm Academic Network. Responsible for the summary is the Staf team member Jerry Lindblom.

The event was visited by three guest speakers from three different universities in Stockholm: Felicia Markus, Head of the Faculty Office of Social Sciences at Stockholm University; Maria Morin, HR consultant with focus on international mobility and relocation services at Karolinska Institutet; and Lotta Rosenfeldt, Relocation Coordinator at KTH Royal Institute of Technology.

Felicia from SU started with a focus on introducing recruitment processes for teaching and research positions, Lotta from KTH followed up with the equivalent for technical and administrative positions, and Maria rounded off the presentations with a presentation on how to succeed with your application and how to nail the interview.

Recruitment processes for teaching and research positions at Stockholm University
Felicia Markus, SU

Felicia introduced Stockholm University in figures; number of students, programmes and courses, revenues, academic focus areas, and so on. She also broke down the different employment types, all to give us an overall idea and a better understanding of the many different ways to employment at Swedish universities.

Teaching and research: the (main) academic career path

One of the most fundamental factors that one needs to understand is the many regulations that apply to most Swedish universities. This is partly because nearly all are run as public authorities and funded (partly) by taxes. In short the following four documents regulate the universities activities related to recruitment:

- The Higher Education Ordinance (Högskoleförordningen) states that appointment procedures should be determined by the University Board
- The Instrument of Government (regeringsformen) stipulates that only objective factors, such as merit and skill, should be taken into account in appointment of posts within the public administration
- The Public Employment Act (Lagen om offentlig anställning) states that competence should be the primary consideration in recruitment
- Stockholm University – Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University

Another important factor is to know about different teacher categories, and career paths. There are no less than nine different teacher categories at SU (listed below, Swedish titles in brackets), but one must
also be aware of that differences may occur between universities (sometimes also between institutions within the same university) when it comes to titles.

- Associate senior lecturer (biträdande lektor)
- Senior lecturer (universitetslektor)
- Professor
- Lecturer (adjunkt)
- Adjunct professor (adjungerad professor)
- Visiting professor (gästprofessor)
- Adjunct teacher (adjungerad lärare)
- Visiting teacher (gästlärare)
- Part-time fixed-term lecturer (timlärare)

With this in mind, Felicia talked us through the tenure track system – the academic career path at SU – its prerequisites, and the rigorous (and slow) recruitment procedure. She also briefly described recruitment for teachers and researchers off the academic career path, and recruitment for technical and administrative staff. You can read more in the attached presentation.

**Recruitment for technical and administrative staff at KTH Royal Institute of Technology**

Lotta Rosenfeldt, KTH

The universities are often workplaces where people from many different professional, ethnic, cultural, and other backgrounds. Hence, applying for technical or administrative positions at universities in Sweden might be one plausible way to enter the Swedish labour market. However, since the universities are also public authorities, the official language is Swedish, and without knowing the Swedish language it can sometimes be tricky to secure a job even in these international environments. For this reason (among others) it is wise to start your language training as soon as possible.

Since recruitment to technical and administrative positions at universities is affected by the same regulations described above, the recruitment processes are often long also for these kinds of positions. It can also make them appear rigid, like when a job ad says that it is required that the candidates have, for example, an academic degree of some sorts. In a case like that, the recruiting university cannot change their minds along the way (for example as a result of an application from a candidate who looks to be likely to be best suitable for the job, but lacks that specific degree) without restarting the whole recruitment process. If the job ad on the other hand would say that a degree is considered as an additional qualification (or equivalent), then they are allowed to choose to hire someone even without a degree (if he or she meets the must-have requirements and is the most suitable for the job).

Added to that, this also means that a university cannot hire someone who has not applied for a specific position, and it cannot create a position based on one specific candidate without exposing this candidate to competition. Hence, there is no need to send spontaneous applications to Swedish universities.

Lotta also presented what kind of positions that was open right now (in the beginning of May) at KTH, and mentioned study buddies (study support to students with certain needs), and exam supervisors.
Get through with your application and nail the interview
Maria Morin, KI

Maria walked us all through a common setup for CV, cover letter, and interview preparation before getting in to how to answer common interview questions at job interviews in Sweden. She also gave us some useful tips on do’s and don’ts. You will find a great summary of Maria’s presentation in the second appendix.

Good luck with your job search!

Jerry Lindblom, Stockholm Academic Forum
Stockholm 23 May 2016

Appendix 1

Jobs at Swedish Universities – Stockholm University
Felicia Markus, Head of the Faculty Office of Social Sciences at Stockholm University

Appendix 2

Get through with your application - and nail the interview
Maria Morin, HR-Consultant at Karolinska Institutet
Jobs at Swedish Universities

Stockholm University

Felicia Markus
Head of the Faculty Office of Social Sciences
Stockholm University – some figures

Number of students (individuals): approx. 70,000
Full time equivalent students: approx. 29,000 (62 % women)
International exchange students: 1,400
Programmes and courses; 194 and 1,700
Doctoral students: approx. 1,800
Staff: around 5,000
Total revenues: 4,64 billion SEK (2014)

Two Scientific Areas: Human Sciences, and Science
Four Faculties: Humanities, Social Sciences, Law and Science
Staff, distribution by employment type (2014)

• Professors: 9 % (28 % women)
• Associate Professors (lektor): 14 % (50 %)
• Post-doctoral positions 3 % (44 %)
• Researchers: 9 % (45 %)
• Doctoral students: 23 % (48 %)
• Administrative/technical staff: 34 % (64 %)
• Other categories (such as lecturers): 8 %
Organisational chart
Types of employment at Stockholm University

1. Teaching and research: the (main) academic career path

2. Teaching and research off the academic career path

3. Technical-administrative staff
Rules and regulations – Teacher appointment

- The Higher Education Ordinance (*Högskoleförordningen*) states that appointment procedures should be determined by the University Board.
- The Instrument of Government (*regeringsformen*) stipulates that only objective factors, such as merit and skill, should be taken into account in appointment of posts within the public administration.
- The Public Employment Act (*Lagen om offentlig anställning*) states that competence should be the primary consideration in recruitment.
- Stockholm University – Rules of Employment for the Recruitment and Promotion of Teachers at Stockholm University.
Teacher categories at Stockholm University

- Associate senior lecturer (*biträdande lektor*)
- Senior lecturer (*universitetslektor*)
- Professor
- Lecturer (*adjunkt*)
- Adjunct professor (*adjungerad professor*)
- Visiting professor (*gästprofessor*)
- Adjunct teacher (*adjungerad lärare*)
- Visiting teacher (*gästlärare*)
- Part-time fixed-term lecturer (*timlärare*)
# 1. The academic career path – the tenure track system

<table>
<thead>
<tr>
<th>Associate Senior Lecturer</th>
<th>Senior Lecturer</th>
<th>Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biträdande lektor</td>
<td>Lektor</td>
<td>Professor</td>
</tr>
</tbody>
</table>

**Qualifications**

- Independent research
- Teaching skills, first- and second-cycle programmes
- Independent research, high level
- Planning and coordination of research
- Teaching skills, all levels

<table>
<thead>
<tr>
<th>Training position, research</th>
<th>PhD &lt;7 years old</th>
<th>Limited time – 4 years</th>
<th>Right to be promoted if criteria in announcement is met</th>
<th>Research at least 50 %</th>
<th>Teaching 70 % or less</th>
<th>Teaching 30 or 50 % or less</th>
</tr>
</thead>
</table>
Academic career path

• PhD a requisite
• All vacant positions publicly announced
• Application through digital system
• Rigorous and slow recruitment procedure...
Recruitment procedure, in short

- Department sends in proposition for employment to the Faculty
- The Faculty Board gives permission to employ and makes decision on employment profile incl. qualification requirements and assessment criteria
- Position is announced, applications come in
- Department finds external experts which Faculty Board appoints
- External experts evaluate the candidates and rank them
- Employment Board at Faculty interviews top-ranked candidates
- Decision is made on who will be offered the position - negotiations
- Formal decision on employment is made by the Dean or the Vice-Chancellor
Senior Lecturer/Associate Professor in International and Comparative Education

Ref. No. SU FV-0670-16

at the Department of Education. (Closing date: 2 May 2016.) Prolonged application time - new closing date 9 May 2016.

Subject/subject description
The main focus in teaching and research are international and comparative studies of educational systems and their relations to societies.

Main responsibilities
Responsibilities mainly include teaching, course development, supervision and examination of students at undergraduate and advanced level within the discipline of international and comparative education. Also teaching in other courses at undergraduate and advanced level within the institution can occur. A Senior Lecturer is to participate in the Department’s pedagogical, research and administrative development which, for example, includes participation in working groups and committees.

Qualification requirements
Qualified to be employed as a senior lecturer is a person who has been awarded a PhD in education, or has equivalent scientific competencies as well as proven pedagogical expertise. To be assessed as competent, the applicant must have documented educational and research-related qualifications in international and comparative education.

Teaching proficiency should be demonstrated through teaching experience in both first and second cycle education. The teaching expertise is to be well-documented in a manner which makes it possible to assess the quality of the teaching activities. The applicant must have the ability to cooperate as well as the ability and suitability otherwise needed to perform the duties well. Since the working language is English, candidate should have excellent skills in using written and spoken English which can, for example, be attested by documented experience of teaching in English.
Assessment criteria

Special and equal emphasis will be paid to teaching and scientific proficiency.

Strong emphasis will be paid to:
• a documented ability to cooperate well with colleagues and fellow researchers,
• a documented ability to contribute to the development and renewal of education,
• administrative proficiency and the ability to collaborate with the surrounding society and to inform about the work of research and development.

Emphasis will also be paid to successfully having applied for and received research funds for projects from external research funding bodies.

It is a merit to have documented experience of self-completed research with quantitative research methods.

Teaching and learning in higher education

It is a merit to have completed at least 15 higher education credits of higher education in teaching theory or have otherwise acquired the equivalent knowledge.

Additional information

The faculty of social sciences strives toward a gender balance, therefore men are encouraged to apply for this position.

An applicant who does not have at least 15 higher education credits of higher education in teaching theory and has not been assessed as otherwise having the corresponding knowledge must undergo such courses during the first two years of employment.

Understanding Swedish is not a requirement at the time of employment. The applicant should, however, be prepared within a couple of years, to carry out teaching and administration tasks that require knowledge and usage of the Swedish language.
Contact
Further information about the position can be obtained from the Head of the Department, Professor Jon Ohlsson, telephone: +46 8 16 31 47, jon.ohlsson@edu.su.se or Director of Studies Helena Rehn, telephone: + 46 8 12 07 65 42, helena.rehn@edu.su.se

For questions regarding the application process, please contact administrator Charlotte Fowler, telephone: +46 8 16 29 03, charlotte.fowler@su.se

Union representatives
Anqi Lindblom-Ahlm (Saco-S) and Lisbeth Häggberg (Fackförbundet ST), telephone: +46 8 16 20 00 (operator), and Gunnar Stenberg (SEKO), telephone: +46 70 316 43 41.

Application
Apply for the position at Stockholm University's recruitment system by clicking the "Apply" button. It is the responsibility of the applicant to ensure that the application is complete in accordance with the instructions in the job advertisement, and that it is submitted before the deadline. We would appreciate it if your application is written in English. Since it will be examined by international experts, English is the working language. The University’s rules of employment and instructions for applicants are available at: Instructions – Applicants.

You are welcome to apply!
2. Teaching and research off the academic career path

- Researcher (*forskare*)
- Lecturer (*adjunkt*)
- Adjunct Professor (*adjungerad professor*)
- Visiting Professor (*gästprofessor*)
- Adjunct Teacher (*adjungerad lärare*)
- Visiting Teacher (*gästlärare*)
- Part-time fixed-term teacher (*timlärare*)
- Post doc
Teachers – indefinite-term employment and fixed-term employment

Principal rules:

• teachers should have indefinite-term employment
• only teachers with a doctoral degree should have indefinite-term employment
• Professor – position cannot be limited to a fixed term
3. Technical-administrative staff

- Many different types of positions within the administration, at departments and within the central University administration

- PhD not normally required, but can be for qualified positions such as Director of Studies, Head of Office and specialists
- Temporary and permanent positions
- Vacant positions publicly announced, but short-term positions may not be
- Head of Department/Office etc. recruits administrative staff
Thank you for listening!

felicia.markus@su.se
Get trough with your application - and nail the interview

Maria Morin, HR-Consultant, central HR-department
Maria.morin@ki.se
Your application should include:

CV
Cover letter

Other attachments (if applicable)
- Professional certificate
- Diploma / Grades
- Evidence of Doctor of Medicine
- Evidence of the docent
- Publication List, as a suggestion ten selected publications
CV

- Previous positions – all?
- Everything meritering – intersets etc in cover letter
- Make it unified! (Organization- title)
CV
Eva Linder
Fredriksdalsgatan 188B
412 66 Göteborg
031 - 000 00 00, 073 – 000 00 00

Målsättning
Vill kombinera mina matematik- och datorkunskaper med mina lederskapsförmågor, gärna som projektledare inom en IT-intensiv bransch. På så sätt vill jag ha en roll med ännu större ansvar.

Anställningar
| dec 2008 – | Projektleader, SpecData AB, Göteborg |
| okt 2004 – dec 2008 | Utvecklare, Power Engines AB, Göteborg |

Projektledare, SpecData AB, Göteborg

Utvecklare, Power Engines AB, Göteborg
Jobbade med utveckling av företagets motorsimulator som används av kunder inom fordonsbranschen. All utveckling skedde i Java med Eclipse och SVN. Jag ansvarade för alla matematiska beräkningar. Den nya simuleraren har sittats till Bosch och GM.

Utbildning
| aug 2001 – jun 2004 | Dataingenjör 3 års 120 p, Chalmers Tekniska Högskola, Göteborg |
| aug 2000 – jun 2001 | Tekniskt basår, Chalmers Tekniska Högskola, Göteborg |
| aug 1997 – jun 2000 | Samhällsvetenskapligt program, Aranäsgymnasiet, Kungsbacka |

Förtroendeuppdrag
| feb 2007 – | Sekreterare, Bopårens bostadsrättsförörening, Göteborg |

Språk
Svenska, moderntpu
Engelska, mycket goda kunskaper i tal och skrift
Franska, gymnasienivå, förråd avordade samtal och texter

Datorkunskaper
Programspråk: Java (4 års yrkesfarenhet), Matlab (4 års yrkesfarenhet), Mathematica, SQL

Referenser
Lämnas på förfrågan.

The part a recruiter reads first

Great templates to be found: http://www.careerbuilder.se/s/cv
Cover letter

- Think of it as a sales letter to the organization, you are the product!
- Matching competence/skills with job advert
- Explain why you want given position
- Study advertisement
- Must be tailored
- Interests, family, etc. in the last paragraph
- Last line: nice, personal and professional
  "I hope I´ll get the option to present myself in person"

Why I want to work as ...  
The position.... caught my interest because  
I would be an asset to you...  
In my spare time (Interest etc. )
References

- "References left upon request"
- What persons?
- Get prepared – Swedish recruiters always ask!!
Preparation before an interview

- Gather information (study advert again)
- Prepare questions
- Collect your documents
- When, where, why, who, what, how?
10 most common questions

- What can you tell me about yourself?
- Can you list your strengths?
- What weaknesses do you have?
- Why should I consider hiring you?
- Where do you see yourself five years from now?
- Why do you want to work here?
- What is your salary expectation?
- What motivates you?
- What makes a good team player?
- Is there anything that you would like to ask me?
What do you think about administrative tasks?

It is just to do it, does not use to bother me.

Today I would say it is 20% of my working tasks

I use to reserve two ½-days a week for these tasks

For economic tasks I use the support of our controller

It is primary meeting notes, writing PM etc.

I always use to check texts that are sent out externally with communication dep.
What do you think about keeping seminars or lectures?

I’m quite talkative so it doesn’t use to be any problems.

I’ve been holding lectures during my PhD, about 40 hours in total.

There is always a course evaluation and I use to have positive in...

I think it is interesting to meet the students because…

It requires a lot of preparation and I use to practice with my colleague.
Do´s and Dont´s

Don´t:

- Too sweeping answers
- Be negative
- Talk negative about previous manager
- Show that you want "any job"

Do:

- "I" – tell them about your contribution
- Show yourself being pragmatic
- Show your loyalty and ability to handle stress
- Do you want the job – say it!
- AMS
- Your interface
- Insight
- Join companies
- Find jobs
- The more you write the better matching
Thank you!

Maria Morin, HR-Consultant, central HR-department
maria.morin@ki.se