

Technische Universität Berlin

Berlin,

[Department, section, subject area ...]

Phone: 314- [extension]

**Note on the Filling of the Vacancy:**

**Employment as** [Job title]

**Reference number:** [Reference number]

The vacancy was advertised: [Medium, (date), medium, (date), ...]

Closing date for applications was

- Regarding the job description, please refer to the job advertisement appended to the Note on the Filling of the Vacancy.
- The job description for this post encompasses:

The applicant is required to perform the following tasks:

- Regarding the requirements, please refer to the job advertisement appended to the Note on the Filling of the Vacancy.
- Qualification – mandatory criterion  
Specialized requirements – mandatory and optional criteria  
General mandatory/optional requirements / social skills

A total of                    applications have been received for the advertised vacancy.

                  applications have been submitted by female applicants and                    applications by male applicants. Applications from severely disabled applicants have been/have not been received.

Ultimately, [number] applications fulfilled the requirement profile. In the cases of Application No. [application number, application number, ...], [requirement criterion, requirement criterion, ...] were lacking (see Applicant Synopsis as Appendix Y).

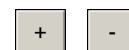
The following candidates have been invited:

Candidate	Application No. (Synopsis)	Name, first name, date of birth
No.		[Name, first name, date of birth]



Participants in the structured selection procedure on the part of TU Berlin:

- Mr./Ms. [Name, TU address]



Further external members of the selection group were:

A [structured job interview / structured selection procedure including short presentation, interview, ...] took place with each applicant. The duration was [number] minutes per candidate.

The interview followed a standardized procedure (consistent for all applicants) and was structured as follows:

*(For an exemplary course of interview, see Appendix E – Job Interviews)*

- [Personal introduction of the applicant]



The applicants in detail

**No. [Name, date of birth]**

Mr./Ms. [Name] was able to answer specialized questions on the topic of [...] [in a competent manner / very well / with great specialized knowledge / to an extent that was not convincing / to an extent that was not at all convincing].

The candidate was able to answer questions regarding general qualifications or social skills [social competence] [competently / very well / convincingly / rather less convincingly, ...].

[Please enter your own text regarding your personal impression of the candidate]

Mr./Ms. [Name] is [very well suited / not so well suited / not at all suited / suited to a limited extent] for the position.



As a result, applicants are deemed suited for the position. The following ranking applies:

No. [Name]



[Name of supervisor]