

The President

CIRCULAR

<input checked="" type="checkbox"/> ALL (professors, research assistants, student assistants, tutors)	Keyword:	Group F
Human Resources Section	Circular on the Procedures for Advertising Vacancies and Selecting and Hiring Employees	
	Date: 04 January 2018	This Circular shall replace: Circular of 25 January 2017

Circular on the Procedures for Advertising Vacancies and Selecting and Hiring Employees of 25 January 2017 as amended on 04.01.2018

With the aim of optimizing the entire process, a review has taken place of the procedures for advertising vacancies and selecting and hiring employees. This Circular shall provide you with advice and assistance in connection with the above-mentioned procedures. Relevant sample letters, forms and practical examples have been included to facilitate your work. This Circular as well as all sample letters, forms and practical examples are also available in English.

As of now, we kindly ask you to observe the following regulations with regard to the procedures for advertising vacancies and selecting and hiring employees.

Any circulars previously enacted in relation to this issue shall hereby be repealed without replacement and shall no longer apply (exemption: circular on the "Amendment of the Act on Temporary Employment Contracts in Science (WissZeitVG)" of 8 March 2016).

The purpose of this Circular is to optimize and streamline processes by means of stipulating uniform procedures for advertising vacancies and selecting and hiring employees.

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Preliminary remarks

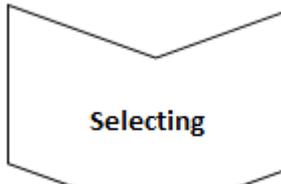
Well qualified and highly motivated employees are a critical factor for the success of TU Berlin. They play a major role in enabling the university to fulfill its research and teaching obligations in the best possible manner.

Personnel decisions are not always easy to make. Therefore, this Circular intends to provide you with support, assistance and guidance.

All those involved in the procedure wish to support you during the process and are available to offer you advice whenever you need it. In addition to the Human Resources Department and the Human Resources Management, the committees – the Staff Council, the Staff Council for Student Assistants, the Women's Representatives and the Representative of Severely Disabled Employees – are available at all times for questions or advice.

Furthermore, legal aspects concerning data protection must be observed during the advertisement and hiring procedure. The Data Protection Officer (Ms. Hiller, K3 DS, telephone +49 314-24293, annette.freifrauhillervongaertringen@tu-berlin.de) will gladly advise you in this regard.

The following graphic illustrates the flow of the procedure from preparing a job advertisement to hiring an employee, as well as the questions that need to be answered:

The process in steps	Question
 <p style="text-align: center;">Preparation</p>	<ul style="list-style-type: none"> - What position has become newly vacant or vacant again? - What does the job profile look like? - What are the mandatory and optional criteria that the prospective job holder is required to fulfill? - If applicable, can an exemption from the obligation to advertise vacancies be justified?
 <p style="text-align: center;">Advertising Vacancies</p>	<ul style="list-style-type: none"> - What should the job advertisement contain? - Where should it be published? - Are there specific publication media for the target group? - Who must be involved?
 <p style="text-align: center;">Selecting</p>	<ul style="list-style-type: none"> - How is the pre-selection carried out? What information is provided by the applicant synopsis? - Who must be invited on account of their fulfilling mandatory and optional criteria? - What questions are to be asked during the interview? - Who must be involved in the selection procedure?
 <p style="text-align: center;">Hiring Employees</p>	<ul style="list-style-type: none"> - What documents are required? - At what point does the classification into a pay grade take place?

I. Principles for advertising vacancies

The advertisement of vacancies shall ensure that posts are only to be filled on the basis of suitability, aptitude and professional performance. Furthermore, job advertisements shall take account of the divergent requirements of different disciplines.¹

¹ Article 33 (2) of the Basic Law for the Federal Republic of Germany (GG): Every German shall be equally eligible for any public office according to his or her aptitude, qualifications and professional achievements.

The basis of each advertisement of a vacancy, and the latter's filling, is a detailed description of the prospective job holder's tasks / work activities and the professional knowledge and further skills that are thereby required (description of the scope of responsibilities – BAK). <https://www.finanzen.tu-berlin.de/menue/dienstleistungen/personalwirtschaft/> (Quick Access 6339) This description forms the basis for the concrete assessment of the scope of work under the Collective Agreement for the Civil Service in the Federal States (TV-L) and the Federal Civil Service Remuneration Act in the Transitional Version for Berlin (BBesG – ÜfBE) as well as for the determination of the salary or pay grade. A description of the scope of responsibilities is not required for persons who are part of the circle of research assistants employed for the purpose of teaching and/or research and remunerated according to Pay Grade 13 as well as for student assistants.

As a matter of principle, all vacancies at TU Berlin, regardless of the status group to which they pertain (employees with civil-service status, employees remunerated according to collective agreements and student assistants), shall be publicly advertised. In justifiable individual cases exemptions from the obligation to advertise vacancies shall be possible. Exemptions are specified in the Internal Agreement between TU Berlin and its Staff Councils Regarding the Procedure for Advertising Vacancies at the University (Appendix H).

Vacancies shall be advertised in sufficient time to ensure that a separate advertisement and hiring procedure can be carried out by the scheduled date of employment. As a rule, the period for advertising a vacancy shall be at least two weeks from the publication date of the job advertisement.

Structure and content of the job advertisement:

The job advertisement serves the purpose of addressing suitable applicants and motivating them to apply. The text of the advertisement should be formulated and structured in such a manner as to encourage as many suitable and high-quality applications as possible.

In this regard, the Human Resources Section (http://www.abt2-tu-berlin.de/menue/about_us/employees/parameter/en/: 142362), the Women's Representative (http://www.tu-berlin.de/menue/einrichtungen/weitere_einrichtungen/parameter/de/: 1587), the Staff Council (<http://www.tu-berlin.de/personalraete/personalrat/menue/home/parameter/de/>: 9555) or the Staff Council for Student Assistants (<http://www.tu-berlin.de/personalraete/prsb/menue/aktuelles/parameter/de/>: 186762) as well as the Representative of Severely Disabled Employees (<http://www.schwerbehinderte.tu-berlin.de/menue/schwerbehindertenvvertretung/parameter/de/>: 72268) are available to advise you.

In Appendix A you will find the Application to Advertise a Vacancy for employees remunerated according to collective agreements as well as for civil servants; Appendix B contains a sample job advertisement.

The following approach is recommended for describing the scope of responsibilities and determining the requirements:

1. Listing of core tasks – including the proportions of time attributed to them – and activities to be performed by the prospective job holder.
2. Compilation of the specialized and general competencies required in this regard.
3. Weighting of the competencies with regard to their importance for the post, distinguishing between required mandatory criteria and desired optional criteria.²

² Mandatory criteria are competencies that applicants absolutely must possess in order to be hired; optional criteria are desirable competencies that an applicant should, but is not absolutely required to, possess.

It must be noted that the circle of applicants to be considered during the later selection procedure might be smaller in the event of a narrow definition of the requirements (mandatory and optional criteria). If the institute/department/facility advertising the vacancy wishes to have a wider circle of applicants to choose from during the subsequent selection procedure, the requirements should not be defined too narrowly. The requirements must not be changed during the entire procedure covering advertisement and subsequent selection.

A vacancy shall be publicly advertised by means of

- a) its publication in German and English on TU Berlin's homepage. Simultaneously, the job advertisement shall be reported by the Human Resources Department to the Federal Employment Agency (Bundesagentur für Arbeit).³ In the event that additional advertising of the vacancy in other print and/or online media is desired, the costs of no more than one such paid-for advertisement in a further print or online medium will be met from the central university budget. When selecting this particular print or online medium, the principles of cost-effectiveness and economy must be observed. Should the institute/department/facility advertising the vacancy wish for additional advertising in further print and/or online media, it must itself bear the costs of such advertisements. It is also recommended that international online media such as the free EU job portal EURAXESS be used to advertise vacancies.

Job advertisements for academic staff (research assistants and professors) shall be published in both German and English on the homepage. Job advertisements to be published in print media shall appear in German and in an abbreviated version.

If you need any help with the translation into English, please contact TU Berlin's Translation Service (Quick Access 172208). Costs incurred in this regard must be borne by the commissioning institute/department/facility.

As a rule, costs related to paid-for job advertisements for externally funded vacancies in print and/or online media shall not be eligible for support (in this regard, please contact VC/VE to initiate an assessment with regard to the eligibility for support). Such costs must be financed by other means, for instance, in the case of EU projects, from the accounts for overhead costs, remaining funds or profits.

The staff from the Human Resources Section – Job Advertisement Division (http://www.abt2-tu-berlin.de/menue/ueber_uns/beschaefigte/personalteam_6/parameter/en/) – will gladly advise you with regard to appropriate advertising media and inform you about the expected costs related to the advertisement and their financing.

- b) Posts for civil servants working in the administration and library shall additionally be published in the Official Journal of Berlin (Amtsblatt von Berlin).
- c) With regard to the advertisement of posts for professors, please refer to the Guide to the Conduct of Appointment Procedures – http://www.tu-berlin.de/menue/research/research_profile/leitfaden_zur_durchfuehrung_von_berufungsverfahren/parameter/en/ (Quick Access: 112215).

The text of the job advertisement must contain the details of a contact person who may be approached in the case of further questions regarding the advertised job description and the requirements to be fulfilled.

³ Section 82 Sentence 1 of Social Code (SGB) IX: The offices of public employers shall notify the employment agencies in good time of any imminent or current vacancies, as well as of any newly created posts.

The Women's Representative must be involved in the application to advertise a vacancy.⁴

The advertisement of a vacancy shall require the involvement of the Staff Council.⁵

As a matter of principle, the Human Resources Department includes the following text blocks in the job advertisement:

Part-time employment is possible if required.

In fields where women are underrepresented: TU Berlin is an equal opportunity employer. Applications from suitably qualified women are strongly encouraged.

Severely disabled applicants with equal qualifications and aptitudes will be given preferential consideration.

Good English skills are desirable.

TU Berlin values the diversity of its members and committed to the goals of equal opportunities.

Job advertisements for professors: recommended additional sentences for professorships at faculties (in addition to those mentioned above)

The willingness and ability to teach in English is a prerequisite.

Applications from abroad are strongly encouraged.

For reasons of cost, application documents cannot be returned. Please submit copies only.

This job advertisement is also available online in German and English at <http://www.personalabteilung.tu-berlin.de/menue/jobs/parameter/en/> (Quick Access: 34901).

Advice regarding repeat job advertisements:

In the event that a job advertisement does not lead to the desired success, a new application to advertise a vacancy shall not be required if the content of the job advertisement remains unchanged. A brief statement of the reasons for a repeat job advertisement must be submitted to the Human Resources Section – Job Advertisement Section. http://www.abt2-t.tu-berlin.de/menue/about_us/employees/human_resources_team_6/parameter/en/ (Quick Access: 145455) In the event that the repeat job advertisement requires a modification of the text, the Staff Council and Women's Representative must be involved again.

⁴ Section 59 (6) Sentences 1 and 2 No. 1 of the Act on Higher Education Institutions in the State of Berlin (BerlHG): The women's representatives must be involved in all structural, organizational and staff-related measures concerning women as well as in matters pertaining to the respective templates, reports and statements. Furthermore, they shall have the following rights, in particular: 1. Involvement in the selection procedure for filling vacancies, ...

⁵ Section 90 No. 6 of the Staff Representation Act for the State of Berlin (PersVG Berlin): The staff council shall be involved in the ... 6. advertisement of vacancies and advertisement for scheduled employment, ...

II. Principles of the selection procedure

In the further procedure, the selection of personnel must be carried out in a manner guided by the requirements set in the job advertisement (“selection of best candidates”).

All applications received – in principle, applications may also be submitted online – must be examined with regard to the extent to which the applicants fulfill the set requirements. To this end, an applicant synopsis must be created for all job advertisements that records the relevant data and qualifications (mandatory and optional criteria) of the applicants with regard to the vacancy advertised. In the exceptional case that only a small number of applications has been submitted (approximately seven applications), or all applicants are invited for interview, it shall be deemed unnecessary to create an applicant synopsis. The applicant synopsis serves as a transparent basis for the decision about which applicants fulfill the requirements set by you in the job advertisement and who on this basis shall be invited for interview. For this purpose, please use the Applicant Synopsis attached in Appendix C (http://www.abt2-tu-berlin.de/menue/themen_a_z/stellenausschreibungen/parameter/en/, Quick Access: 150011).

Those applicants fulfilling the set requirements must be invited for interview or for a structured selection procedure.

“Overqualified applicants”, meaning candidates who possess a higher qualification degree than required, may only be invited for interview if they fulfill the requirements mentioned in the job advertisement. Please note that requirements may not be considered fulfilled per se on the grounds of a higher degree of qualification. In the event that TU Berlin employees (so-called house applicants) who fulfill the requirements submit applications for the vacancy, they must be invited for interview.

In the event that a larger number of applicants fulfills the requirement profile, it is to be recommended that you invite for interview a reasonable or manageable number of the candidates who best satisfy the requirements and who, if applicable, possess those further skills and competencies that you have marked as being desirable.

Please note that, as a matter of principle, in fields where women are under-represented all female applicants, or at least as many female as male applicants, must be invited for interview, provided that they possess the formal qualifications required for the post.⁶

It is imperative that severely disabled applicants, insofar as they fulfill the requirements specified in the job advertisement, be invited for interview. An invitation shall be deemed unnecessary only in the event of an obvious lack of professional aptitude⁷. In cases of doubt please contact the Human Resources Section – http://www.abt2-tu-berlin.de/menue/about_us/employees/parameter/en/ (Quick Access: 142362) – or the committee representative – <http://www.schwerbehinderte.tu-berlin.de/menue/schwerbehindertenvertretung/parameter/en/> (Quick Access: 72268).

The Staff Council, the Women's Representative and the Representative of Severely Disabled Employees must be given the opportunity to participate in the interviews.

At the time of scheduling the interviews, the Staff Council, the Women's Representative and the Representative of Severely Disabled Employees – provided that severely disabled candidates have applied – must be sent the applicant synopsis and informed about those applicants invited for

⁶ Number 3.1 of TU Berlin's Women's Promotion Guidelines (FFR) of 23 June 1993: As a matter of principle, in fields where women are under-represented all female applicants, or at least as many female as male applicants, must be invited for interview, provided that they possess the formal qualifications required for the post.

⁷ Section 82 Sentences 2 and 3 of Social Code (SGB) IX: In the event that severely disabled persons have applied for such a vacancy or have been proposed for the post by the Federal Employment Agency or by an integration assistance service commissioned by the latter, they shall be invited for interview. An invitation shall be deemed unnecessary in cases where professional aptitude is obviously lacking.

interview. Furthermore, the scheduled interview date must be announced in good time. Committee representatives must be given the opportunity to access all application documents.

As a rule, applicants should be invited for interview **two weeks** prior to the interview date, but, at the very least, **not less** than one week before. The letter of invitation should contain a remark to the effect that travel costs related to participation in the interview cannot be reimbursed. For this purpose, you may use the sample attached in Appendix D.

Due to the sensitive personal data necessarily disclosed in the application documents and during the interview, the circle of participants in the interviews must be kept as small as possible. Usually, interviews shall only be attended by the relevant manager, a representative of the responsible staff council, the Women's Representative and – where appropriate – the Representative of Severely Disabled Employees. This circle of persons may be extended, for instance, by experts, provided that a competent selection would not otherwise be possible.

Therefore, should the involvement of experts be deemed necessary, this decision must be explained in the relevant Hiring Justification Summary. In doing so, the requirement to protect the privacy rights of applicants must be carefully balanced against the employer's interest in reaching an appropriate selection decision.

As a rule, future colleagues or coworkers of the prospective job holder may not participate in those parts of the selection procedure in which personal data (for instance, the CV) is discussed.

When hiring staff for vacancies at the faculties, the dean shall decide on the proposals for employment. In the event that the person to be hired is assigned to an academic facility, the institute/department council shall decide on the proposals for employment. If, in this regard, persons are assigned to individual professors or faculty members, the institute/department council shall make its decision based on the proposals of the former. When hiring staff for externally funded posts, the institute/department council may confer its proposal right on the project manager. The authority to access application documents shall reside with the previously mentioned eligible proposers, provided that such authority has not been conferred, for example, on a selection committee consisting of members of the respective committee.⁸

Participants in the interviews shall have the right to access the application documents of all applicants.

Each person authorized to access the application documents must sign the "Declaration Regarding the Handling of Personal Data in Compliance with Legal Data-Protection Requirements in the Application Procedure" (Appendix I) prior to inspecting the documents. Prior to the interviews, all those participating must sign and fill in the "Declaration Regarding the Handling of Personal Data in Compliance with Legal Data-Protection Requirements in the Application Procedure" (Appendix Ia). This signed declaration must be filed with the hiring dossier.

⁸ Section 19 (5) of TU Berlin's Constitution (GrundO TUB): The dean shall be responsible for proposals with regard to the establishment and termination of legal relationships with full-time and part-time staff members, provided that they are not part of facilities pursuant to Section 75 of the Act on Higher Education Institutions in the State of Berlin (BerlHG). The proposal for the hiring of the head of the faculty administration shall be made on the basis of the proposal of the dean and in agreement with the faculty council.

Section 21 (1) No. 4 of TU Berlin's Constitution (GrundO): The institute/department council shall be responsible for fundamental matters pertaining to the institute/department, in particular, for proposals regarding the establishment and termination of legal relationships with full-time and part-time staff members at the institute/department. In the event that persons are assigned to individual professors, the institute/department council shall make its decision based on the proposals of the former. For the purpose of establishing and terminating legal relationships with externally funded employees, the institute/department council may confer the proposal right on the project manager. The rights of other bodies shall remain unaffected.

Any electronic dispatch of application documents or parts of them outside of TU Berlin shall only be possible if the documents are safeguarded by suitable measures such as password protection or encryption.

With regard to interviews, care should be taken to ensure that they take place immediately one after the other and, as far as possible, on the same day. In this way, the comparability of applicants is best ensured.

The interview should be carried out according to a structured catalog of questions based on the requirements of the job advertisement (Appendix E). The catalog of questions enables the interviewers to gain meaningful information with regard to the degree to which the individual applicants fulfill the requirements. Furthermore, in this way, the equal treatment of applicants is ensured.

As part of a more comprehensive structured selection procedure with assessment-center elements you may integrate additional presentation tasks, lectures or role plays in order to assess whether applicants possess certain required skills and competencies. When filling leadership positions, it is recommended to carry out structured selection procedures with assessment-center elements.

Following the interviews, a Hiring Justification Summary / Note on the Filling of the Vacancy must be prepared in which the decisive considerations for selecting a certain applicant must be documented (Appendix F). The Hiring Justification Summary / Note on the Filling of the Vacancy serves the purpose of ensuring the transparency of the selection procedure, while enabling swift processing and the timely involvement of the committees in the further hiring process.

The selected candidate may be notified of the preliminary result in advance, with reference being made to the fact that the final job offer may only be made after the Human Resources Department and committees have given their consent. Job offers and statements regarding the salary level may only be made by the Human Resources Department.

III. Hiring process

Upon completion of the selection procedure and involvement of the committee representatives (Women's Representative and, where applicable, Representative of Severely Disabled Employees), please submit the Application for Employment to the responsible HR team so that arrangements can be made for the hiring of the selected applicant. You can find the HR team responsible for you at http://www.abt2-t.tu-berlin.de/menue/about_us/employees/parameter/en/ (Quick Access: 142362).

For a rapid and smooth processing, we kindly ask you to submit all the required documents (including the Appendices to the Application for Employment) complete and signed.

Since different committees must be involved in the hiring process, we ask you to submit the Application for Employment in good time in order to enable us to conduct the process as quickly and smoothly as possible.

In the case of scheduled procedures, the processing should be expected to take four weeks. In the case of unscheduled and urgent applications, please contact your responsible HR team at an early stage in order to find a joint solution.

With regard to the respective groups of employees, documents must be submitted and instructions observed as follows:

Non-scientific staff – technical and administrative staff, library staff

Documents:

All forms listed in the following can be found at: http://www.abt2-tu-berlin.de/menue/a_z/einstellung_von_nicht_wissenschaftlichem_personal_zb_technische_beschaeftigte_verwaltungs_und_bibliotheksbeschaeftigte/parameter/en/ (Quick Access: 183853). All documents to be provided to the applicants are also available in English.

- Application for Employment including the required indications of approval from the responsible committee representatives (Women's Representative and, where applicable, Ombudsperson of Severely Disabled Employees); in the case of hiring staff for academic facilities, together with the indication of approval from the institute/department council or, in the case of an urgent decision, the managing director⁹ – this shall not be required in the event that the institute/department council has conferred the proposal right regarding externally funded staff on the project manager.
- Appendices to the Application for Employment:
 - Hiring Justification Summary / Note on the Filling of the Vacancy
 - Synopsis
 - Job advertisement
 - In the event that a vacancy was not advertised: Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies *or* Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (2) of the Internal Agreement Regarding the Procedure for Advertising Vacancies.
 - Application documents from the applicant to be hired: letter of application, CV, certificates, etc.
 - Questionnaire Regarding Employment History
 - Personnel Questionnaire with the Declaration Regarding Pending Legal Proceedings and the Declaration Regarding Criminal Convictions in a closed envelope marked as confidential
 - Classification into a pay grade: Form Regarding the Classification into a Pay Grade, filled in by the employing department/institute/facility, as well as relevant proof of all employment and work history that form the prospective employee's recognized professional experience
 - List of applicants with the documents from each applicant

In the event that online applications have been submitted as part of the procedure, we kindly ask you to print them out or save them to a data carrier and submit the latter.

Please note:

- With regard to staff to be hired for temporary employment, provided that they are not hired as stand-ins (for instance, due to maternity protection, parental leave, sickness, etc.) or that their employment is of limited duration without substantive reasons according to Section 14 (2) of the Act on Part-Time Work and Fixed-Term Employment Contracts (TzBfG): in the case of limited

⁹ Section 22 (4) of TU Berlin's Constitution (GrundO): The managing director shall conduct the current business of the institute/department, provided that this does not fall within the area of responsibility of the institute/department council, and shall be empowered to take decisions and measures in place of the institute/department council in matters that cannot be postponed to a later date. The authority of the institute/department council to take its own decisions shall remain unaffected.

employment of so-called Other Staff, the Application for Employment must always be submitted together with a Description of Work Objectives. In the Description of Work Objectives - (Quick Access: 183853) – the employing department/institute/facility responsible for the prospective employee is required to explain **conclusively**, giving **concrete** and **verifiable** reasons, why a need for (permanent) follow-on employment of the prospective job holder, who is the subject of the Application for Employment, does not exist beyond the agreed end of the contract. It must be demonstrated that the additional tasks to be carried out by the prospective job holder will be finally completed with sufficient certainty at the time of the proposed end of contract. Please also outline the reasons that have led to this prognosis (for instance, project approval or the like).

In this regard, the availability of financial resources shall not constitute a reason for the limitation of the employment contract.

A temporary labor requirement that justifies a limitation may, for instance, be assumed in the case of participation in a temporary project. In this case, the prognosis requested by the employer in the Description of Work Objectives must relate to the limited duration of the specific project and to the fact that no work tasks will remain to be completed in the context of this project upon its expiry. The contract duration and the period of resourcing allowed to carry out project-related tasks are not required to fully coincide with each other, provided that the purpose pursued can be verifiably achieved in spite of the period of the fixed-term contract.

The foregoing shall also apply in the event that the employing department/institute/facility requests a temporary increase in an employee's working hours per week.

The Description of Work Objectives must be signed in the original by the department/institute/facility requesting the employment.

- With regard to the procedure for hiring non-EU citizens, it must be noted that a valid residence permit, entitling the holder to take up the respective occupation, must exist prior to the commencement of work.

If required, your HR team will provide you with a letter of request for submission to the Foreigners' Registration Authority (Ausländerbehörde) or the German Embassy.

Furthermore, your responsible HR team will gladly advise you on matters related to hiring non-EU citizens.

Research assistants – posts financed by the university budget and by external funds

All forms listed in the following can be found at: http://www.abt2-tu-berlin.de/menue/themen_a_z/einstellung_von_wissenschaftlichem_personal/parameter/de/ (Quick Access: 183854). All documents to be provided to the applicants are also available in English.

Documents:

- Application for Employment together with the required indications of approval from the responsible committee representatives (Women's Representative and, where applicable, Ombudsperson of Severely Disabled Employees); in the case of hiring staff for academic facilities, together with the indication of approval from the institute/department council or, in the case of an urgent decision, the managing director⁹ – this shall not be required in the event that the institute/department council has conferred the proposal right regarding externally funded staff on the project manager.
- Appendices to the Application for Employment:
 - Hiring Justification Summary / Note on the Filling of the Vacancy
 - Synopsis

- In the case of qualification posts, please also submit the Form Regarding Qualification Objectives
- Job advertisement
- In the event that a vacancy was not advertised: Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies or Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (2) of the Internal Agreement Regarding the Procedure for Advertising Vacancies.
- Application documents from the applicant to be hired: letter of application, CV, certificates, etc.
- Questionnaire Regarding Employment History
- Personnel Questionnaire with the Declaration Regarding Pending Legal Proceedings and the Declaration Regarding Criminal Convictions in a closed envelope marked as confidential
- Classification into a pay grade: Filled-in Form Regarding the Classification into a Pay Grade including relevant proof
- List of applicants with the documents from each applicant
In the event that online applications have been submitted as part of the procedure, we kindly ask you to print them out or save them to a data carrier and submit the latter.
- Declaration regarding previous employment periods and, where applicable, periods of doctoral studies without employment

Please note:

- Explanatory notes on the duration and scope of employment for research assistants financed by means of the university budget or by external funds can be found in the Circular on the Act on Temporary Employment Contracts in Science (WissZeitVG) of 8 March 2016 – http://www.redaktion.tu-berlin.de/fileadmin/ref30/Themen_A-Z/Wissenschaftliche_Mitarbeiterinnen_und_Mitarbeiter/Antraege/Circular_on_the_Act_on_Temporary_Employment_Contracts_in_Science_WissZeitVG_-_20160308.pdf.
- Admission requirements: the admission requirements for this employee group are listed in Appendix G.
- With regard to the procedure for hiring non-EU citizens, it must be noted that a valid residence permit, entitling the holder to take up the respective occupation, must exist prior to the commencement of work.
If required, your HR team will provide you with a letter of request for submission to the Foreigners' Registration Authority or the German Embassy.
Furthermore, your responsible HR team will gladly advise you on matters related to hiring non-EU citizens.

Student assistants

All forms listed in the following can be found at: http://www.abt2-tu-berlin.de/menue/themen_a_z/einstellung_von_studentischen_hilfskraeften/parameter/en/ (Quick Access: 183852). All documents to be provided to the applicants are also available in English.

Documents:

- Application for Employment together with the required indications of approval from the responsible committee representatives (Women's Representative and, where applicable, Ombudsperson of Severely Disabled Employees); in the case of hiring staff for academic facilities, together with indication of approval from the institute/department council or, in the case of an urgent decision, the managing director⁹ – this shall not be required in the event that the

institute/department council has conferred the proposal right regarding externally funded staff on the project manager.

- Appendices to the Application for Employment:
 - Hiring Justification Summary / Note on the Filling of the Vacancy
 - Synopsis
 - Job advertisement
 - In the event that a vacancy was not advertised: Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (1) of TU Berlin's Internal Agreement Regarding the Procedure for Advertising Vacancies or Application for Exemption from the Obligation to Advertise Vacancies pursuant to Section 4 (2) of the Internal Agreement Regarding the Procedure for Advertising Vacancies.
 - Task description
 - Application documents from the applicant to be hired: letter of application, CV, certificates, certificate of enrollment, etc.
 - Personnel Questionnaire in a closed envelope that is marked as confidential
 - List of applicants with the documents from each applicant
- In the event that online applications have been submitted as part of the procedure, we kindly ask you to print them out or save them to a data carrier and submit the latter.

Please note:

- Admission requirements: the admission requirements for this employee group are listed in Appendix G.
- As a rule, employment contracts shall be concluded for a period of four semesters or shall at least conform to the duration of the respective externally funded projects. Exemptions from this principle must be separately justified on the respective applications for employment/extension.¹⁰
- The extent of employment shall be either 41, 60 or 80 working hours per month.
- With regard to the procedure for hiring non-EU citizens, it must be noted that a valid residence permit, entitling the holder to take up the respective occupation, must exist prior to the commencement of work.

If required, your HR team will provide you with a letter of request for submission to the Foreigners' Registration Authority or the German Embassy.

Furthermore, your responsible HR team will gladly advise you on matters related to hiring non-EU citizens.

The following shall apply to all groups of employees:

Once all required documents, including the votes by the Women's Representative and, where applicable, the Representative of Severely Disabled Employees, have been submitted, the responsible HR team shall initiate the statutory procedure involving the staff committee.

As soon as the procedure involving the respective staff committee has been completed and all legal requirements (including release of funds, residence permit, where applicable, and determination of the equivalence of the foreign university degree with a German university degree, where applicable) have been fulfilled, a contract of employment is concluded with the prospective job holder. This shall also apply in the case of follow-on employment of temporary employees, so-called "extensions". Unsuccessful applicants must immediately be sent a written rejection (Appendix J). It is recommended, as a rule, to send the rejections to unsuccessful applicants only after the end of the

¹⁰ Section 121 (3) of the Act on Higher Education Institutions in the State of Berlin (BerlHG): As a rule, employment contracts shall have a duration of four semesters. ²They may be extended in justifiable cases. ³The total working hours per week for student assistants may not exceed even one half of the regular working hours. ⁴Tasks usually carried out by full-time staff may be assigned to student assistants only by way of exception.

procedure involving the staff council. In the event that a more rapid conclusion of the employment contract is required, there shall be no objections to notifying unsuccessful applicants of their rejections at an earlier point in time (for instance, upon the involvement of the Women's Representative and prior to obtaining the approval of the staff council). The earliest date in this regard shall be the point in time at which the decision regarding the selection of the successful candidate has been made following the completion of the selection interviews. The rejection of unsuccessful applicants must be in writing, either in the form of a letter or per email. The period between the rejection of the unsuccessful applicants and the conclusion of the employment contract with the prospective employee should be at least 14 days.

The Form Regarding the Confirmation of the Commencement of Employment shall be handed out together with the employment contract. The completed form must be returned to the HR team immediately after the date of commencement of employment. After the return of the form, the salary payment is initiated.

Upon the end of the hiring procedure, the documents from the remaining applicants shall be returned to the employing institute/department/facility.

Final advice

Offers of employment – including commitments concerning the amount of remuneration and the classification into a pay grade – may be made by the responsible HR team only. Therefore, we kindly ask each eligible proposer as well as others involved in the procedure to avoid making statements that could give applicants the impression that they have been selected and that nothing more stands in the way of them taking up their new employment.

The acceptance of work services rendered by newly hired employees as well as by employees whose limited work contracts are to be extended shall only be permissible in the event that a corresponding work contract has been concluded **prior to the commencement of employment** or prior to the beginning of the period of extension. This notwithstanding, should work services still be accepted (also if this happens tacitly), the receivers of such services shall be deemed to have neglected the personal obligations arising from their own employment contracts or from their civil-service status, and this may result in legal consequences (assertion of claims for damages, warnings, disciplinary procedures, etc.).

We hope that the above explanations have provided you with sufficient information on the procedures, and we kindly ask you to comply with the provisions in order to avoid queries and unnecessary delay.

For individual matters or in cases of doubt, please contact your responsible HR team.

On behalf

Niemann-Wieland

Head of Department II - Human Resources Department