EVALUATION REPORT

Guidelines for advisory committee

VURDERINGSRAPPORT
En veiledning for Rådgivende gruppe

**TITLE:** Evaluation of [IE-xxx-20yy] PhD / Post Doc position / fellowship.

**POSITION:** Copy the scope (attach the full call to the report).

**APPLICANTS:** On the deadline for the application, the total number of applicants was total/female.

**ADVISORY COMMITTEE:** At least two members. Should include the main supervisor, and preferably at least one representative of both genders (otherwise it must be explained).

**ASSESSMENT CRITERIA:** List all requirements (“wish list” or exclusion list) based on which the applicants are assessed. The requirements have to match the call.

Example of criteria applied, requirements and process provided on webpage[[1]](#footnote-1):

Criterion 1: Completeness of application

Criterion 2: Scope (does the background of the candidate fit the call)

Criterion 3: Formal qualifications (documented evaluation required before offering a position)

Criterion 4: Language skills

…

Criterion n:

If relevant, assessment of compliance with PST’s current guidelines regarding export control. Contact your local HR responsible on this matter.

**REVIEW AND ASSESSMENT:**

Filter all applicants (using the Assessment criteria)

-> Shortlisted (detailed use of the Assessment criteria)

-> Shortlisted for interview (interview, formal qualifications check, reference check)

-> Exclusion and ranking

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Applicants | Gender | Nationality  | Criterion 1 | …  | Criterion n | Qualified | Invite to interview | Explanation/Justification[[2]](#footnote-2) |
| XX |  |  |  |  |  |  | x |  |
| YY |  |  |  |  |  |  |  |  |
| ZZ |  |  |  |  |  |  | x |  |

Check the references for the applicants who are candidates to be invited to an interview.

After reference check, the following candidates were invited to an interview.

* #ID Name
* #ID Name

Based on the application and the interviews the following assessment is done:

<short summary for each candidate >

#ID Name: < include for instance; fit to scope, grades good/excellent, experience, publications, statements references, language, appearance, overall assessment to justify ranking >

Suggested ranking < rank only the candidates who are nominated for an offer, not necessary all candidates who were interviewed >

1. #ID Name
2. #ID Name
3. #ID Name

Attach minutes from the reference check and interviews in the description of all candidates shortlisted for the interview.

Signatures / place / date

**ATTACHMENT:**

1. Call for the position
2. Minutes from the interviews, reference check if not included in the section REVIEW AND ASSESSMENT
1. [https://innsida.ntnu.no/wiki/-/wiki/Norsk/Midlertidig+ansettelse+ved+IE](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Midlertidig%2Bansettelse%2Bved%2BIE)
 [https://innsida.ntnu.no/wiki/-/wiki/English/Employment+in+temporary+academic+positions+-+IE](https://innsida.ntnu.no/wiki/-/wiki/English/Employment%2Bin%2Btemporary%2Bacademic%2Bpositions%2B-%2BIE) [↑](#footnote-ref-1)
2. Ex. all qualified candidates are not necessarly invited to an interveiw [↑](#footnote-ref-2)