Process of recruitment and extension of personnel at CSE department

1. Fill out the form for either:
   a) Request to employ
   b) Request of extension of employment
2. Get the signature from the head of division
3. Put the form in the REKRYTERINGSLÅDAN in room 6465 at Johanneberg or room 467 at Lindholmen.

Check by HR and financial officer

Approval of request

EXTENSION

Chalmers
The administrator of the division will produce a contract

Approval of request

RECRUITMENT

GU
HR officer starts the process to recruit

Chalmers
HR officer starts the process to recruit

GU
Advertisement

GU/Chalmers
Advertisement

GU
Announcement

GU
Announcement

GU: HR officer produces a contract.

Chalmers: The administrator of the division will produce a contract.