

### Action plan for the implementation of Strategy for recruiting academic staff 2021–2023

Activities should be planned and executed as soon as possible with consideration to their individual contexts, but must be completed by the end of 2023. Where necessary, the operating plans of the departments and offices should include supplementary activities required to achieve the recruitment strategy goals. Responsibility includes the suitable assignment and delegation of tasks. The action plan details which supporting resources in addition to the employees at the department/office are available for the implementation.

There will be annual follow-ups of the recruitment strategy and action plan pursuant to the University's standard procedures for organisational monitoring.

<b>Expertise</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Resource/support</b>
Disciplines that struggle to attract teachers with PhDs should work strategically with recruitment for career-development positions.	Head of department	
Academic staff appointed should hold a PhD. When justified, for instance in the case of lecturers with particular professional qualifications in vocational programmes, teachers that do not hold a PhD can be appointed.	Head of department	
Recognised or distinguished teaching skills should be considered a valuable qualification in recruitment. Applicants should be informed of the University's model for acquisition of teaching qualifications.	Head of department	
Recent international experience should be considered a valuable qualification in recruitment and special efforts should be made to reach candidates with that experience.	Head of department	
Favourable conditions should be provided for newly appointed academic staff. It is therefore included in the duties of experienced academic staff to introduce, train, and support colleagues as they first embark on their career as educators (Rb 85/17)	Head of department	
To secure a long-term supply of staff and senior lecturers with PhDs, researchers should be encouraged to apply for external funds to finance doctoral studentships and career-development positions.	Head of department	Grants and Innovation Office
Every third-cycle subject area should work actively with recruitment to ensure that there are at least two active PhD students at any given time. Every third-cycle subject area should also develop models to get talented students interested in doctoral studies, for instance by involving them in the discipline's research in various ways.	Head of department	
Skills in sustainable development and gender equality should be evaluated during recruitment. The skills level can be adapted to suit the appointment.	Head of department	HR Office
If an applicant lacks proficiency in English or Swedish, it should be specified in the recruitment process that the appointee is expected to acquire these skills, what the time frame is, how they can go about it, and how it will be monitored.	Head of department	
A model for in-service training in Swedish should be developed.	HR Director	The Department of Language, Literature and Intercultural Studies
Recruitment should involve active decisions regarding how to assess and evaluate collaboration-related qualifications.	Head of department	

<b>Strong appeal</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Resource/support</b>
Bolster efforts to strengthen the University's employer brand and appeal.	Head of communications, HR Director	
Improve online information that is especially directed at and designed to appeal to potential employees on kau.se and the respective websites of the departments, research environments, and research centres. Information should be available in Swedish and English.	Head of communications	Departments
Create a plan for social media advertising and develop vacancy ads to appeal to a wider target group.	Head of communications	HR Office
Academic staff should be offered career guidance.	Head of department	
Forms/programmes for career guidance directed at academic staff should be created.	Head of external relations, HR Director	Centre for Teaching and Learning
Disclose and discuss employment terms as well as any requests that the candidate has during recruitment and before the appointment decision.	Head of department	HR Office
If a new employee relocates from another city or country, extra resources should be put in to help the employee quickly get settled in Värmland and want to stay.	Head of department	HR Office, Faculty administration
Employee induction should be digitised as a supplement to in-person meetings to increase quality and accessibility. Induction should be offered in Swedish and English.	HR Director	Communications office

<b>Efficient recruitment process</b>		
<b>Activity</b>	<b>Responsibility</b>	<b>Resource/support</b>
Vacancies should always be announced internationally in the cases of fixed-term career development positions or permanent positions where applicants are required to hold a PhD. For other recruitments, international announcements should be considered.	Head of department	HR Office
Analyse the recruitment process to identify and discuss ways to increase efficiency.	HR Director	The faculties
Specify the mandate of the appointment and promotion committees in a central document.	HR Director	Faculties, Office for strategic support
For each recruitment, the head of department should appoint a recruitment team with the skill and experience required to assess the applicants. The team should be selected to ensure a wide range in terms of subject area, background, and gender. The team should formulate a plan where individual responsibilities are designated and all significant activities are specified and scheduled.	Head of department	HR Office
If a position is challenging to recruit for, follow-ups should be made of applicants for similar positions elsewhere who were ultimately not appointed. These applicants can be reached out to regarding the vacancy at Karlstad University.	Head of department	
Employees should be involved in recruitments and given the specific task of actively reaching out to interesting candidates.	Head of department	HR Office
Comprehensive training with digital features should be developed where every step of the recruitment process is explained.	HR Director	Communications office
Recruitment team members and appointment and promotion committee members should undergo University recruitment training to assure the quality of University recruitment processes.	Dean	HR Office
Welcoming and informative arrangements should be offered in conjunction with interviews, aimed at giving the applicant a good and clear idea of the disciplinary environment and the University, but also of Karlstad as a place to live and work.	Head of department	Faculty administration, HR Office
Getting to the University for meetings connected to the recruitment should be a smooth process for applicants. Applicants are reimbursed by the department/office for travel expenses incurred for interviews.	Head of department	
The applicant's experience should be followed up on and evaluated with the purpose of identifying improvement areas.	HR Director	