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| Template for statements of reasons for staff recruitment to the Equal Opportunities Working Party (AKGleich) |

# Job advertisement

## Unit advertising the position

|  |
| --- |
| XXX  XXX  XXX |

## Advertisement text

(to be enclosed)

Reference number: XXX

Mandatory criteria specified in the advertisement text:

|  |
| --- |
| XXX  XXX  XXX  XXX |

Desired criteria specified in the advertisement text:

|  |
| --- |
| XXX  XXX  XXX  XXX |

## Advertisement period:

From DD Month YYYY to DD Month YYYY

Application deadline was extended  Yes From DD Month YYYY to DD Month YYYY

No

## Total number of applications received

Total: XXX  
Female applicants: XXX  
Male applicants: XXX  
Non-binary applicants: XXX

## We have taken the following measures to actively invite women to apply for the position and/or we have pursued the following strategy regarding the active search for female applicants:

|  |
| --- |
| XXX  XXX  XXX  XXX |

## Names of the persons involved in reviewing applications and selecting applicants to be invited to a job interview:

Participants:

|  |
| --- |
| XXX  XXX  XXX  XXX |

Contact person (name, e-mail, phone) for enquiries by the AKGleich:

|  |
| --- |
| XXX  XXX  XXX  XXX |

# Reasons for the selection

Information: The statement of reasons must specify the names of all applicants and must elaborate why rejected candidates are not taken into further consideration for the position based on the criteria specified in the advertisement. Applicants who are not taken into further consideration for the same or similar reasons may be grouped (e.g. they do not fulfil the mandatory criterion of having completed a degree programme ...)

## 1. The following persons do not fulfil the criteria specified in the job advertisement:

(Statement of reasons based on the criteria specified in the job advertisement)

|  |
| --- |
| XXX  XXX  XXX  XXX |

## 2. Of the remaining applicants, the following applicants were not invited to the hearing:

|  |
| --- |
| Applicant:  Reasons:  XXX  XXX  Applicant:  Reasons:  XXX  XXX  XXX  XXX  XXX  XXX  XXX  XXX |

## 3. The following persons were invited to the hearing on DD Month YYYY:

Held

on site

online

Applicants (please mention by name):

|  |
| --- |
| XXX  XXX  XXX  XXX  XXX |

Persons participating on behalf of the organisational unit advertising the position:

|  |
| --- |
| XXX  XXX  XXX  XXX |

Questions for the applicants:

|  |
| --- |
| XXX  XXX  XXX  XXX  XXX  XXX  XXX  XXX |

## 4. The following persons were not taken into further consideration after the hearings:

Statement of reasons based on the criteria specified in the job advertisement and based on the result of the hearings)

(Ranking the applicants not taken into further consideration is possible and/or recommended.)

|  |
| --- |
| Applicant N  XXX  XXX  XXX  XXX  XXX  XXX  XXX |

## 5. Statement of reasons for selecting the candidate ranked first or for the ranking of candidates:

|  |
| --- |
| XXX  XXX  XXX  XXX  XXX  XXX  XXX  XXX |

|  |  |
| --- | --- |
| DD Month 20XX |  |
| Date | Signature (name in block capitals)  Head of the subunit |
| DD Month 20XX |  |
| Date | Signature (name in block capitals)  Head of the organisational unit  Acknowledged |
| DD Month 20XX |  |
| Date | Signature (name in block capitals)  Member of the AKGleich |

Affirmative Action Plan for the Advancement of Women and Gender Equality of the University of Vienna https://satzung.univie.ac.at/en/more-parts-of-the-statutes/affirmative-action-plan-for-the-advancement-of-women-and-gender-equality/

##### Checking applicants and the applicant situation

§ 32. If, by the application deadline, no applications have been received from women who fulfil the legal prerequisites and recruitment requirements and meet the requirements of the text of the job advertisement, the Equal Opportunities Working Party is informed about the measures taken to invite women to apply.

In particular, evidence is provided of the measures taken to ensure compliance with the requirements laid down in section 31, para. 4.

##### Re-advertisements

§ 33. (1) The vacancy is re-advertised unless the Equal Opportunities Working Party waives the re-advertisement.

(2) The Equal Opportunities Working Party can waive the re-advertisement if the advertiser can prove that, during or after the application deadline in accordance with section 32, qualified women were given the opportunity to subsequently submit an application.

(3) If, after the proper re-advertisement and despite the verifiable active search for qualified women, still no applications from women are received, the selection procedure starts.

##### Footnote concerning the hearing (item 3):

##### Job interviews

§ 34. (1) Any and all female applicants who fulfil the legal nomination or recruitment requirements and the requirements of the text of the job advertisement are invited to recruitment or selection interviews. In cases which are particularly worthy of consideration (such as an unusually large number of female applicants), the number of female applicants to be invited may, by way of exception and with the officially recorded consent from the Equal Opportunities Working Party, be reduced.

(2) The Equal Opportunities Working Party is notified of planned job interviews upon request and has the right to participate in the interview.

(3) In recruitment interviews, hearings and the like, it is not permissible to ask any questions that discriminate. In the assessment of the applicant’s suitability, no selection or assessment criteria may be used which are based on a discriminating, uncritical, stereotypical role understanding of the sexes or which discriminate on other grounds.

(4) The members of the Equal Opportunities Working Party are given information about and access to all application documents required for the fulfilment of the tasks of the Equal Opportunities Working Party. Upon request, they are transmitted in electronic form or as a copy. The same applies to expert opinions obtained on applicants and similar documents.

(5) Bodies (panels) preparing staff selection decisions invite the Equal Opportunities Working Party to their meetings. If the Equal Opportunities Working Party is not invited in due time, the body repeats consultations and decision-making on the matter on which the resolution was based in a new meeting by properly including the Equal Opportunities Working Party.

##### Footnote concerning 5. Statement of reasons:

##### Selection criteria

§ 35. (1) The selection decision must be based on the requirements of the future job duties. Selection criteria that are not listed in the text of the job advertisement may not be applied.

(2) Personnel decisions must be justified in writing. In particular, it must be clearly explained why the selected person best meets the requirements of the job advertisement.

(3) If women are under-represented and no woman has been proposed to fill the position, the body entitled to propose candidates states, for every female applicant individually, the reasons for non-consideration with reference to the criteria of the job advertisement.

(4) Career delays due to the care of children or relatives in need of care are taken into account in the selection process so that applicants are not disadvantaged.

(5) Comparable non-university-based careers as well as any qualifications acquired therein are given appropriate consideration.

(6) If the Equal Opportunities Working Party has reason to believe that a personnel decision discriminates against an applicant with special needs (e.g. a favoured disabled person under the disabled persons employment act (Behinderteneinstellungsgesetz or BEinstG) or that such an applicant has not been selected and they have the same qualifications, the responsible disability representative must be informed accordingly.