



INFORMATION SHEET

for preparing a written statement of reasons for staff recruitment

This information sheet by the Equal Opportunities Working Party (AKGleich) supports you in writing statements of reasons for staff recruitment.

To implement its legal mandate of **monitoring compliance with the gender equality guidelines**, the AKGleich needs a transparent written statement of reasons for staff recruitment candidates.

We can only accept a decision for a candidate if the **person selected for the position is on the list of applicants** and if the **transparent written statement of reasons is based on the requirements and selection criteria specified in the job advertisement**.

The written statement of reasons serves as a tool for the AKGleich to monitor compliance with the gender equality guidelines. Moreover, it should allow for and guarantee that an objectively justifiable decision was made and that there is no suspected discrimination on the grounds of gender, ethnicity, religion, belief, age or sexual orientation.

Legal foundations:

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 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 verifiably active search for qualified women, still no applications from women are received, the selection procedure starts.

If no woman who applied for the position is suitable, the vacancy is re-advertised or the application deadline is extended. The AKGleich **can** waive the re-advertisement if evidence is provided that suitable measures for finding suitable women to apply for the relevant position were made.

For example, suitable measures include:

- Inviting qualified women to apply (active search);
- Publication of the job advertisement in suitable online portals, academic journals, mailing lists relevant for the discipline;
- Targeted circulation of the job advertisement to graduates;
- Notices at suitable places at the own university and/or other universities;

- Circulation to organisational units working in the same area at the own university and/or other universities.
- On the other hand, the sole publication of the job advertisement, for example, or the invitation of a 'random' woman whose qualification for the job is not apparent, are not considered suitable measures.

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 he/she has the same qualifications, the responsible disability representative must be informed accordingly.

The statement of reasons should specify

- why the person selected is the most suitable person according to the requirements of the advertised criteria, and why the other applicants were not suitable for the position or were not considered. It is possible to cluster persons into groups, for example, if several persons did not meet the mandatory criteria.
- The statement of reasons must refer to the criteria specified in the job advertisement. Requirements and criteria not specified in the job advertisement cannot be used as a basis for the decision.
- If it is not possible to propose a woman for the position, the statement must explain why none of the female applicants was considered by referring to the advertisement criteria specified in the job advertisement.
- For applicants with career delays, non-university-based careers or applicants with special needs, the statement of reasons must explain to which extent these situations were considered when selecting a candidate.

§ 30. (4) Any proven competences in the field of the advancement of women, gender mainstreaming and/or women's studies and gender research should be taken into account when filling management positions and included when giving the reason for the selection.

When filling management positions, the statement of reasons must specify to which extent the applicants' proven competences in the field of the advancement of women, gender mainstreaming and/or women's studies and gender research have been taken into account when giving the reason for the selection.

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