XX-XX-20XX

Ref no PA XX-XX-20XX

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Statement on the recruitment of title, at department/organisation

On DD MM 20XX the vacancy announcement for the position of title was advertised with reference number and closing application date on DD MM 20XX. The vacancy was announced via the Lund University website and Platsbanken portal of the Swedish Public Employment Service (Arbetsförmedlingen) as well as X

A recruitment group was appointed composed of title Name, title Name and title Name.

During the recruitment process, the employer has taken into account any conflicts of interest, redeployment needs as well as all staff who have declared a preferential right to re-employment.

The specified requirements and qualifications for the position, in accordance with the vacancy announcement are X,X,X.

At the close of the application period, X number of applications had been received.

The following candidates were interviewed:

*Briefly describe the candidates’ backgrounds*

NAME *Description*NAME *Description*NAME *Description*

NAME was offered the position due to *description*

*State which of the candidates you intend to offer employment. Describe how the candidate fulfils the requirements and qualifications for the position in regard to experience, knowledge and skills.*

We will make an offer of employment to NAMN as title, scope %, at department, starting on DD MM 20XX with a salary of XXX according to the 20XX salary level.

Name

Head of Department/Manager at department/organisation