

# Alle emailskabeloner

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## Emailskabeloner, der kan bruges overalt

### Tom email med signatur-da

Emne: Indsæt emne  
HTML: Kære

Med venlig hilsen  
[NameRecruiter] [OfficeName]  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Tom email med signatur-en

Emne: Indsæt emne  
HTML: Dear

Yours sincerely

[NameRecruiter] [OfficeAddress]  
[OfficeCity]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## Ledig stilling emailsakbeloner

### Vedr. stillingen-da

Emne: Stillingen [Vacancies.Navn]  
HTML: Kære

Vedrørende stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Med venlig hilsen

[NameRecruiter] [OfficeName]  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Vedr. stillingen-en

Emne: The vacancy [NameVacancy]  
HTML: Dear

Regarding the vacancy [NameVacancy], at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

Yours sincerely

[NameRecruiter] [OfficeAddress]  
[PositionRecruiter]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## -- Ansøgerdata (excel) og bilag (PDF)-da

Emne: Ansøgerdata og bilag - [Vacancies.Navn], [Vacancies.AccountNameOnPortal]

HTML: Kære

Til stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], har vi ved opslagets udløb ([Vacancies.DatumVerwijderen]) modtaget [Vacancies.MK] ansøgninger.

Følg linket herunder for at se:

- Et regneark med oversigt over alle ansøgeres data fra ansøgningsformularen
- En PDF med alle ansøgeres bilag (CV, ansøgninger, o.a.)

[\[Vacancies.Navn\] - ansøgerdata og bilag](#)

Med venlig hilsen

**[NameRecruiter]** **[OfficeName]**  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]  
ID: [Vacancies.VacatureID]

## 02 Godkendelse af opslag-da

Emne: Godkendelse af stillingsopslag til stillingen som [Vacancies.Navn]

HTML: Kære

Stillingen [Vacancies.Navn] med følgende opslagstekst:

[Vacancies.VereisteErvaring]

bedes godkendt ved besvarelse af denne mail.

Stillingen har følgende finansiering: [Vacancies.finansiering]

Kontaktperson er: [FirstnameContact] [LastnameContact] ([EmailContact]).

Med venlig hilsen

**[NameRecruiter]** **[OfficeName]**  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## 02 Godkendelse af opslag-en

Emne: Approval of advertisement for position of [NameVacancy]

HTML: Dear

Your approval is requested for the advertisement of the position of [NameVacancy], to be advertised as follows:

[Vacancies.Omschrijving]

Please signal your decision by replying to this email.

The position will be financed as follows: [Vacancies.finansiering].

The contact person is: [FirstnameContact] [LastnameContact] ([EmailContact]).

Yours sincerely

**[NameRecruiter]** **[OfficeAddress]**  
[PositionRecruiter]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## 10 Annoncering Signatur-da

Emne: Annoncering - [Vacancies.Navn]

HTML: Kære Signatur

Annoncetekst: [se nederst](#) (opslaget vil være online indenfor de næste to timer)  
Indrykkes i:

[Vacancies.annoncering]

Regning sendes til:

[Vacancies.AccountPortalDescription]

Rekvirent: [FirstnameContact] [LastnameContact]

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teammhoda]

### Annocetekst

**[Vacancies.Navn]**

[Vacancies.VereisteOpleiding]

Læs hele stillingsopslaget og søger online på [au.dk/om/stillinger](#)

**Ansøgningsfrist:** [Vacancies.DatumVerwijderen.Day]/[Vacancies.DatumVerwijderen.Month]  
/[Vacancies.DatumVerwijderen.Year]

## 14 Info om opslag: kontaktperson-da

Emne: Stillingsopslag - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Stillingen [Vacancies.Navn] vil blive offentliggjort på vores hjemmeside indenfor de næste to timer og vil desuden blive offentliggjort på [www.jobnet.dk](#) m.fl. snarest muligt.

Via [lederportalen](#) kan du løbende følge med i hvilke kandidater, der søger den ledige stilling samt tilgå ansøgermateriale.

Såfremt du ikke har et password til lederportalen kan du kontakte undertegnede.

Hvis du har spørgsmål til systemet, er du velkommen til at kontakte mig.

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teammhoda]

## 14 Info om opslag: kontaktperson-en

Emne: Advertising of position - [NameVacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

The vacancy for the position of [NameVacancy] will be announced on our website within the next two hours, and furthermore be announced on [www.jobnet.dk](http://www.jobnet.dk) and other websites as soon as possible.

Through our [management portal](#) you can see the applications for this position at any given time.

If you do not have a password for the management portal, please contact the HR-department by replying to this email.

If you have any questions concerning the system, you are welcome to contact me for further information.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## 20 Nedsæt. bedøm.udv. DVIP-da

Emne: Nedsættelse af bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Til den opslæede stilling [Vacancies.Navn] er der modtaget nedenstående [Vacancies.MK] ansøgninger.

Forslag til bedømmelsesudvalg bedes sendt til os snarest muligt. [Vacancies.udvkravda]

Udfyld venligst denne [formular](#) og giv besked til undertegnede ved besvarelse af denne mail, når du er færdig.

Husk at være opmærksom på, at ansøgernes identitet er fortrolig.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\], Ph.d. \[Candidates.phdstatus\] - \[Candidates.uddannelsesaar\]](#) [RepeatEnd]

### [Opslagsteksten](#)

[Vacancies.VereisteErvaring]

## 20 Nedsæt. bedøm.udv. DVIP-en

Emne: Appointment of an assessment committee - [Name\Vacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

A total of [Vacancies.MK] applications have been received for the position of [Name\Vacancy].

A proposal for assessment committee members should be sent to us as soon as possible. [Vacancies.udvkraaven]

Please complete this [form](#) and notify me by replying to this email when done.

You are reminded that the names of the applicants for the position are strictly confidential.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 20 Nedsæt. bedøm.udv. lektor/seniorforsker-da

Emne: Nedstættelse af bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Til den opslæde stilling [Vacancies.Navn] er der modtaget nedenstående [Vacancies.MK] ansøgninger.

Forslag til bedømmelsesudvalg bedes sendt til os snarest muligt. [Vacancies.udvkraavda]

Udfyld venligst denne [formular](#) og giv besked til undertegnede ved besvarelse af denne email, når du er færdig.

Husk at være opmærksom på, at ansøgernes identitet er fortrolig.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### **Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 20 Nedsæt. bedøm.udv. lektor/seniorforsker-en

Emne: Appointment of an assessment committee - [Name/Vacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

A total of [Vacancies.MK] applications have been received for the position of [Name/Vacancy].

A proposal for assessment committee members should be sent to us as soon as possible. [Vacancies.udvkraaven]

Please complete this [form](#) and notify me by replying to this email when done.

You are reminded that the names of the applicants for the position are strictly confidential.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]  
• [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 20 Nedsæt. bedøm.udv. post doc/adjunkt/forsker-da

Emne: Nedsættelse af bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Til den opslæde stilling [Vacancies.Navn] er der modtaget nedenstående [Vacancies.MK] ansøgninger.

Forslag til bedømmelsesudvalg bedes sendt til os snarest muligt. [Vacancies.udvkraavda]

Udfyld venligst denne [formular](#) og giv besked til undertegnede ved besvarelse af denne email, når du er færdig.

Husk at være opmærksom på, at ansøgernes identitet er fortrolig.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### **Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet**

- [RepeatStart]  
• [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar] [RepeatEnd]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 20 Nedsæt. bedøm.udv. post doc/adjunkt/forsker-en

Emne: Appointment of an assessment committee - [NameVacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy].

A proposal for assessment committee members should be sent to us as soon as possible. [Vacancies.udvkraven]

Please complete this [form](#) and notify me by replying to this email when done. You are reminded that the names of the applicants for the position are strictly confidential.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar] [RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 20 Nedsæt. bedøm.udv. professor-da

Emne: Nedsættelse af bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Til den opslåede stilling [Vacancies.Navn] er der modtaget nedenstående [Vacancies.MK] ansøgninger.

Forslag til bedømmelsesudvalg bedes sendt til os snarest muligt. [Vacancies.udvkravda]

Udfyld venligst denne [formular](#) og giv besked til undertegnede ved besvarelse af denne email, når du er færdig.

Husk at være opmærksom på, at ansøgernes identitet er fortrolig.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### **Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 20 Nedsæt. bedøm.udv. professor-en

Emne: Appointment of an assessment committee - [NameVacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy].

A proposal for assessment committee members should be sent to us as soon as possible. [Vacancies.udvkraaven]

Please complete the [form](#) and notify me by replying to this email when done.

You are reminded that the names of the applicants for the position are strictly confidential.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\], Ph.d. \[Candidates.phdstatus\]](#) - [Candidates.uddannelsesaar][RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 20 Nedsæt. bedøm.udv. vid./kl. assistent-da

Emne: Nedstilling af bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Til den opslæede stilling [Vacancies.Navn] er der modtaget nedenstående [Vacancies.MK] ansøgninger.

Forslag til bedømmelsesudvalg bedes sendt til os snarest muligt. [Vacancies.udvkraavda]

Udfyld venligst denne [formular](#) og giv besked til undertegnede ved besvarelse af denne mail, når du er færdig.

Husk at være opmærksom på, at ansøgernes identitet er fortrolig.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### **Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\], Ph.d. \[Candidates.phdstatus\]](#) - [Candidates.uddannelsesaar][RepeatEnd]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 20 Nedsæt. bedøm.udv. vid./kl. assistent-en

Emne: Appointment of an assessment committee - [NameVacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy].

A proposal for assessment committee members should be sent to us as soon as possible. [Vacancies.udvkrauen]

Please complete this [form](#) and notify me by replying to this email when done.

You are reminded that the names of the applicants for the position are strictly confidential.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

---

### A list of applicants, with access to the application materials via the list

- [RepeatStart]  
• [\[FirstNameCandidate\] \[LastnameCandidate\], Ph.d. \[Candidates.phdstatus\] - \[Candidates.uddannelsesaar\]](#) [RepeatEnd]
- 

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 22 Godkendelse af bedøm.udv: dekan-da

Emne: Godkendelse af bedømmelsesudvalg til stillingen som [Vacancies.Navn]

HTML: Kære Dekan

Til den opslæede stilling [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] er der modtaget nedenstående [Vacancies.MK] ansøninger.

Til bedømmelse af ansøgerne har instituttet/centret indstillet følgende udvalg bestående af:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)
  - [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)
  - [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)
  - [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
  - [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (formand)
  - [Vacancies.udvformbegrundelse]

Godkendelse/ikke godkendelse af bedømmelsesudvalget sendes til undertegnede ved besvarelse af denne email.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

**[NameRecruiter] [OfficeName]**  
 [PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
 Mobil: [MobileRecruiter]  
 [Vacancies.teamhoda]

### **Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 22 Godkendelse af bedøm.udv: dekan-en

Emne: Approval of assessment committee for the position of [NameVacancy]

HTML: Dear Dean

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2].

The department/centre has proposed the following members of an assessment committee to evaluate the applicants:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)
  - [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)
  - [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)
  - [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
  - [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman)
  - [Vacancies.udvformbegrundelse]

Please notify your approval/rejection of the assessment committee by replying to this email.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

**[NameRecruiter]**  
 [PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
 Mobile: +45 [MobileRecruiter]  
 [Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 24 Godk. af bed.udv.:Aka.råd (3 dg, navn)-da

Emne: Godkendelse af bedømmelsesudvalg - [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal]

HTML: Kære akademisk råd

Til den opslæde stilling [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] er der modtaget [Vacancies.MK] ansøgninger.

Til bedømmelse af ansøgerne har instituttet/centret indstillet følgende udvalg bestående af:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)
  - [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)
  - [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)
  - [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
  - [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (formand)
  - [Vacancies.udvformbegrundelse]

Eventuel indsigelse meddeles **inden 3 dage** ved besvarelse af denne mail.

Inkluderet nedenfor:

- [Liste med ansøgerne](#)
- [Opslagsteksten](#)

Med venlig hilsen

|   |                     |
|---|---------------------|
| <b>[NameRecruiter]</b><br>[PositionRecruiter] | <b>[OfficeName]</b> |
|---|---------------------|

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
 Mobil: [MobileRecruiter]  
 [Vacancies.teamhoda]

### Liste med ansøgerne

- [RepeatStart]
- [FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 24 Godk. af bed.udv.:Aka.råd (3 dg, navn)-en

Emne: Approval of an assessment committee - [NameVacancy]

HTML: To the Academic Council

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2].

The department/centre has proposed the following members of an assessment committee to evaluate the applicants:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)  
 [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)  
 [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)  
 [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)  
 [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman)  
 [Vacancies.udvformbegrundelse]

Any comments should be submitted **within three working days** by replying to this email.

Below you will find:

- [A list of applicants](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
 [PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
 Mobile: +45 [MobileRecruiter]  
 [Vacancies.teamhoen]

### A list of applicants

- [RepeatStart]
- [FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 24 Godk. af bed.udv.:Aka.råd (3 dg,ikke navn)-da

Emne: Godkendelse af bedømmelsesudvalg - [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal]

HTML: Kære akademisk råd

Til den opslæde stilling [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] er der modtaget [Vacancies.MK] ansøgninger.

Til bedømmelse af ansøgerne har instituttet/centret indstillet følgende udvalg bestående af:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)  
[Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)  
[Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)  
[Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)  
[Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (formand)  
[Vacancies.udvformbegrundelse]

Eventuel indsigelse meddeles **inden 3 arbejdssage** ved besvarelse af denne mail.

Inkluderet nedenfor:

- [Opslagsteksten](#)

Med venlig hilsen

|   |                     |
|---|---------------------|
| <b>[NameRecruiter]</b><br>[PositionRecruiter] | <b>[OfficeName]</b> |
|---|---------------------|

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### **Opslagsteksten**

[Vacancies.VereisteErvaring]

## 24 Godk. af bed.udv.:Aka.råd (3 dg,ikke navn)-en

Emne: Approval of an assessment committee - [NameVacancy]

HTML: To the Academic Council

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2].

The department/centre has proposed the following members of an assessment committee to evaluate the applicants:

- [Vacancies.udvmedludk1]  
• [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedinstituition1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)  
    [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]  
• [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedinstituition2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)  
    [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]  
• [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedinstituition3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)  
    [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]  
• [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedinstituition4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)  
    [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstituition], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman)  
    [Vacancies.udvformbegrundelse]

Any comments should be submitted **within three working days** by replying to this email.

Below you will find:

- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

---

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 24 Godk. af bed.udv.:Aka.råd (8 dg,navn+mat)-da

Emne: Godkendelse af bedømmelsesudvalg - [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal]

HTML: Kære akademisk råd

Til den opslæde stilling [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] er der modtaget [Vacancies.MK] ansøgninger.

Til bedømmelse af ansøgerne har instituttet/centret indstillet følgende udvalg bestående af:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)
  - [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)
  - [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)
  - [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
  - [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (formand)
  - [Vacancies.udvformbegrundelse]

Eventuel indsigelse meddeles **inden 8 dage** ved besvarelse af denne mail.

Inkluderet nedenfor:

- [Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet](#)
- [Opslagsteksten](#)

Med venlig hilsen

|   |                     |
|---|---------------------|
| <b>[NameRecruiter]</b><br>[PositionRecruiter] | <b>[OfficeName]</b> |
|---|---------------------|

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
 Mobil: [MobileRecruiter]  
 [Vacancies.teamhoda]

### Liste med ansøgerne og derigennem adgang til ansøgningsmaterialet

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 24 Godk. af bed.udv.:Aka.råd (8 dg,navn+mat)-en

Emne: Approval of an assessment committee - [NameVacancy]

HTML: To the Academic Council

A total of [Vacancies.MK] applications have been received for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2].

The department/centre has proposed the following members of an assessment committee to evaluate the applicants:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)
  - [Vacancies.udvmedlbegrundelse1]
- [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)
  - [Vacancies.udvmedlbegrundelse2]
- [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)
  - [Vacancies.udvmedlbegrundelse3]
- [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
  - [Vacancies.udvmedlbegrundelse4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman)
  - [Vacancies.udvformbegrundelse]

Any comments should be submitted **within 8 days** by replying to this email.

Below you will find:

- [A list of applicants, with access to the application materials via the list](#)
- [The text of the advertisement for the position](#)

Yours sincerely

**[NameRecruiter]**  
 [PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
 Mobile: +45 [MobileRecruiter]  
 [Vacancies.teamhoen]

### **A list of applicants, with access to the application materials via the list**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **The text of the advertisement for the position**

[Vacancies.Omschrijving]

## 30 Mat. bedøm.udv. adjung./kald.: formand-da

Emne: Formand for bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære formand

For at bedømme, hvorvidt

[RepeatStart][Candidates.arbejdstitel] [FirstnameCandidate] [LastnameCandidate], [[Candidates.Email](#)]  
[Curriculum vitae and assessment form](#)[RepeatEnd]

kan tildeles titlen

[Vacancies.Navn]

er følgende bedømmelsesudvalg blevet nedsat:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedinavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlernail1\]](#), [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedinavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlernail2\]](#), [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedinavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlernail3\]](#), [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedinavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlernail4\]](#),
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (formand).

Vi er meget glade for, at du har accepteret at være formand for dette udvalg, og beder dig venligst sikre, at bedømmelsen afsluttes senest [Vacancies.udvarbafslutda].

Følg venligst links for at se kandidatens curriculum vitae og andet relevant materiale, samt bedømmelsesformularen. Som formand for udvalget skal du angive udvalgets fælles bedømmelse af kandidaten i denne formular. Følg venligst instruktionerne nederst på bedømmelsesformularen. Den indtastede tekst kan redigeres indtil du har angivet qualified/not qualified og trykket "send", hvis du har brug for at foretage korrektioner. Såfremt der er behov herfor, kan yderligere materiale rekviseres via undertegnede.

Når du har indtastet bedømmelse for alle ansøgere, bedes du underrette os ved besvarelse af denne e-mail som bekræfter, at udvalget har afsluttet arbejdet. Øvrige medlemmer af bedømmelsesudvalget vil modtage en identisk e-mail bortset fra, at de ikke vil have adgang til bedømmelsesformularer på ansøgerne.

Til brug for udvalgets arbejde henvises til vejledning på [denne side](#).

Med venlig hilsen

**[NameRecruiter]**  
 [PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
 Mobil: [MobileRecruiter]  
[\[Vacancies.teamhoda\]](#)

## 30 Mat. bedøm.udv. adjung./kald.: formand-en

Emne: Chair of the Assessment Committee - [NameVacancy]

HTML: Dear Chairman

The following committee has been appointed to assess whether

[RepeatStart][Candidates.arbejdstitel] [FirstnameCandidate] [LastnameCandidate], [[Candidates.Email](#)]  
[Curriculum vitae and assessment form](#)[RepeatEnd]

is qualified to be awarded the title of:

[NameVacancy]

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[[Vacancies.udvmedlemail1](#)], [[Vacancies.udvmedludk2](#)]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[[Vacancies.udvmedlemail2](#)], [[Vacancies.udvmedludk3](#)]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[[Vacancies.udvmedlemail3](#)], [[Vacancies.udvmedludk4](#)]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[[Vacancies.udvmedlemail4](#)]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[[Vacancies.udvformemail](#)] (chairman).

We are very pleased that you have agreed to Chair this committee. We ask you to ensure that the committee completes its work and submits its assessment [[Vacancies.udvarbafsluten](#)].

Please follow the link to access the candidate's CV and other relevant material, and also the assessment form.

As Chair of the committee, you are asked to submit the committee's agreed joint evaluation of the candidate using the assessment form. Please follow the instructions at the bottom of the form. You can edit the text if necessary until you enter your evaluation of a candidate as qualified/not qualified and click "Send". If you need additional material, you can request this through me.

When you have entered your assessment of the candidate, please inform us that the committee has finished its task by replying to this email, which will confirm that the work of the committee has been completed.

The other members of the committee will receive email messages identical to this one, except that they will not have access to the assessment form for the candidate. For further information and guidance on the work of the committee, please see [this page](#).

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## 30 Mat. bedøm.udv. adjung./kald.: øvrige-da

Emne: Adjungering - [Vacancies.Navn]

HTML: Kære medlem af bedømmelsesudvalget

For at bedømme, hvorvidt

[RepeatStart][Candidates.arbejdstitel] [FirstnameCandidate] [LastnameCandidate], [Candidates.Email]  
Curriculum vitae[RepeatEnd]

kan tildeles titlen

[Vacancies.Navn]

er følgende bedømmelsesudvalg blevet nedsat:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedleemail1],[Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedleemail2],[Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedleemail3],[Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedleemail4],
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (formand).

Vi er meget glade for, at du har accepteret at være medlem af dette udvalg, og beder venligst udvalget afslutte bedømmelsen senest [Vacancies.udvarbafslutda].

Følg venligst ovenstående link for at se kandidatens curriculum vitae og andet relevant materiale.

Formanden for udvalget vil modtage en identisk e-mail bortset fra, at han/hun vil have adgang til at udfylde bedømmelsesformular vedrørende kandidaten.

Til brug for udvalgets arbejde henvises til vejledning på [denne side](#).

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## 30 Mat. bedøm.udv. adjung./kald.: øvrige-en

Emne: Award of title - [NameVacancy]

HTML: Dear Assessment Committee Member

The following committee has been appointed to assess whether [RepeatStart][Candidates.arbejdstitel] [FirstnameCandidate] [LastnameCandidate], [\[Candidates.Email\]](#)  
[Curriculum vitae](#)[RepeatEnd]

is qualified to be awarded the title of

[NameVacancy]:

- [Vacancies.udvmedludk1] [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedleemail1\]](#) [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedleemail2\]](#) [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedleemail3\]](#) [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedleemail4\]](#),
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman).

We are very pleased that you have agreed to be a member of this committee. We ask that the committee completes its work  
[Vacancies.udvarbafslutten].

Please follow the link to see information about the candidate, including relevant materials submitted.

The Chair of the committee will receive an email identical to this one, except that he/she will receive information about and access to the assessment form to be completed for the candidate.

For further information and guidance on the work of the committee, please see [this page](#).

Yours sincerely

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## 30 Mat. bedøm.udv. alm.opslag: formand-da

Emne: Bedømmelsesudvalg - formand - [Vacancies.Navn]

HTML: Kære formand

I forbindelse med stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] har vi modtaget [Vacancies.MK] ansøgninger, som er vist nedenfor.

Det er blevet besluttet, at nedsætte følgende sagkyndige bedømmelsesudvalg:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedlemail1][Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedlemail2][Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedlemail3][Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (formand)

Vi er meget glade for, at du har accepteret at være formand for dette udvalg, og beder dig sikre, at bedømmelsen afsluttes senest [Vacancies.udvarbafslutda].

Følg venligst links for at se kandidatens curriculum vitae og andet relevant materiale, samt bedømmelsesformularen. Som formand for udvalget skal du angive udvalgets fælles bedømmelse af kandidaten i denne formular. Følg venligst instruktionerne nederst på bedømmelsesformularen. Den indtastede tekst kan redigeres indtil du har angivet qualified/not qualified og trykket "send", hvis du har brug for at foretage korrektioner. Såfremt der er behov herfor, kan yderligere materiale rekviseres via undertegnede.

Når du har indtastet bedømmelse for alle ansøgere, bedes du underrette os ved besvarelse af denne e-mail som bekræfter, at udvalget har afsluttet arbejdet.

Øvrige medlemmer af bedømmelsesudvalget vil modtage en identisk e-mail bortset fra, at de ikke vil have adgang til bedømmelsesformularer på ansøgerne.

Til brug for udvalgets arbejde henvises til vejledning på [denne side](#).

Vedhæftet er følgende:

- [Ansøgerliste med adgang til relevant materiale](#)
- [Stillingsannonce](#)

Med venlig hilsen

**[NameRecruiter]** [OfficeName]  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Ansøgerliste med adgang til relevant materiale

- [RepeatStart]
  - [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### Stillingsannonce

[Vacancies.VereisteErvaring]

## 30 Mat. bedøm.udv. alm.opslag: formand-en

Emne: Assessment committee - chair - [NameVacancy]

HTML: Dear Chairman

We have received [Vacancies.MK] applications for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], as listed below.

In connection with this, it has been decided to set up the following assessment committee:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedlemail1][Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedlemail2][Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedlemail3][Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (chairman)

We are very pleased that you have agreed to Chair this committee. We ask you to ensure that the committee completes its work [Vacancies.udvarbafslutten].

Please follow the links to see the applicants' CVs and other relevant materials and the assessment form.

As Chair of the committee, you are asked to submit the committee's agreed joint assessments of the applicants using the assessment form. Please follow the instructions at the bottom of the form. You can edit the text if necessary until you enter your assessment of an applicant as qualified/not qualified and click "Send". If you need additional material, you can request this through me.

When you have entered your assessments for all the applicants, please inform us that the committee has finished its task by replying to this email, which will confirm that the work of the committee has been completed.

The other members of the committee will receive email messages identical to this one, except that they will not have access to the assessment forms for the applicants.

For further information and guidance on the work of the committee, please see [this page](#).

The following items are attached:

- [List of applicants, allowing access to relevant materials](#)
- [Advertisement of vacant position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### **List of applicants, allowing access to relevant materials**

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### **Advertisement of vacant position**

[Vacancies.Omschrijving]

## 30 Mat. bedøm.udv. alm.opslag: øvrige-da

Emne: Bedømmelsesudvalg - medlemmer - [Vacancies.Navn]

HTML: Kære medlem af bedømmelsesudvalget

I forbindelse med stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] har vi modtaget [Vacancies.MK] ansøgninger, som er vist nedenfor.

Det er blevet besluttet, at nedsætte følgende bedømmelsesudvalg:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedlemail1][Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedlemail2][Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedlemail3][Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (formand)

Vi er meget glade for, at du har accepteret at være medlem af dette udvalg, og beder venligst udvalget afslutte bedømmelsen senest [Vacancies.udvarbafslutda].

Følg venligst nedenstående links for at se pågældende ansøgere, herunder relevant materiale.

Formanden for udvalget vil modtage en identisk e-mail bortset fra, at han/hun vil have adgang til at udfylde bedømmelsesformular vedrørende kandidaterne.

Til brug for udvalgets arbejde henvises til vejledning på [denne side](#).

Vedhæftet er følgende:

- [Ansøgerliste med adgang til relevant materiale](#)
- [Stillingsannonce](#)

Med venlig hilsen

**[NameRecruiter]** **[OfficeName]**  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Ansøgerliste med adgang til relevant materiale

- [RepeatStart]
  - [\[FirstNameCandidate\] \[LastnameCandidate\], Ph.d. \[Candidates.phdstatus\] - \[Candidates.uddannelsesaar\]](#) [RepeatEnd]

### Stillingsannonce

[Vacancies.VereisteErvaring]

## 30 Mat. bedøm.udv. alm.opslag: øvrige-en

Emne: Assessment committee - members - [NameVacancy]

HTML: Dear Assessment Committee Member

We have received [Vacancies.MK] applications for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], as listed below.

In connection with this, it has been decided to set up the following assessment committee:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedinstitution1], [Vacancies.udvmedlland1],  
[\[Vacancies.udvmedlemail1\]](#)[Vacancies.udvmedluk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedinstitution2], [Vacancies.udvmedlland2],  
[\[Vacancies.udvmedlemail2\]](#)[Vacancies.udvmedluk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedinstitution3], [Vacancies.udvmedlland3],  
[\[Vacancies.udvmedlemail3\]](#)[Vacancies.udvmedluk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedinstitution4], [Vacancies.udvmedlland4],  
[\[Vacancies.udvmedlemail4\]](#)
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[\[Vacancies.udvformemail\]](#) (chairman)

We are very pleased that you have agreed to be a member of this committee. We ask that the committee completes its work [Vacancies.udvarbaflsuten].

Please follow the links below to see information about the applicants, including relevant materials submitted.

The Chair of the committee will receive an email identical to this one, except that he/she will receive information about and access to the assessment form to be completed for each applicant.

For further information or guidance on the work of the committee, please see [this page](#).

The following items are attached:

- [List of applicants, allowing access to relevant materials](#)
- [Advertisement of vacant position](#)

Yours sincerely

**[NameRecruiter]**  
 [PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
 Mobile: +45 [MobileRecruiter]  
 [Vacancies.teamhoen]

### List of applicants, allowing access to relevant materials

- [RepeatStart]
- [\[FirstNameCandidate\] \[LastnameCandidate\]](#), Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar][RepeatEnd]

### Advertisement of vacant position

[Vacancies.Omschrijving]

## 42 Validering af bedømmelse: udvalg-da

Emne: Godkendelse af bedømmelse - [Vacancies.Navn]

HTML: Kære medlem af bedømmelsesudvalget

Vi bekræfter hermed modtagelse af bedømmelsesudvalgets arbejde.

Bedømmelserne kan ses via linket herunder. Hvis du bemærker fejl i bedømmelsen, bedes du underrette os snarest muligt via e-mail til undertegnede. Hvis vi ikke har hørt fra dig **inden for to arbejdssage**, tillader vi os at antage, at bedømmelsen er godkendt.

[Se bedømmelserne her](#) (der åbner et nyt vindue, hvorfra du kan hente et PDF-dokument, som indeholder alle ansøgeres bedømmelser).

Bemærk venligst, at vi kan have foretaget opsætningsmæssige ændringer.

Inkluderet nedenfor:

- [Oversigt over bedømmelser](#)
- [Kommentar fra udvalget \(om nogen\)](#)
- [Bedømmelsesudvalget](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Oversigt over bedømmelser

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar]:  
[Candidates.bedoemmelseresume]  
[RepeatEnd]

### Kommentar fra udvalget

[Vacancies.udvkommentar]

### Bedømmelsesudvalget

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (formand)

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 42 Validering af bedømmelse: udvalg-en

Emne: Approval of assessment - [NameVacancy]

HTML: Dear Assessment Committee Member

We confirm that we have received the report of the assessment committee.

Follow the link below to view the assessments. If you notice any errors in the assessments, please inform us as soon as possible by replying to this email. If we do not hear from you to the contrary **within two working days**, we will assume that you have approved the assessment report.

[View assessments here](#) (a new window will open where you can retrieve a PDF document containing all the assessments).

Please note that we may have made alterations to the layout of the report.

Below you will find:

- [Overview of assessments](#)
- [Comments from the assessment committee \(if any\)](#)
- [The names of the assessment committee](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### Overview of assessments

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.udannelsesaar]:  
[Candidates.bedoemmesresume]  
[RepeatEnd]

### Comments from the assessment committee

[Vacancies.udvkommentar]

### The names of the assessment committee

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1], [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2], [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3], [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (chairman)

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 44 Godkendelse af bedømmelse: dekan/inst.leder-da

Emne: Godkendelse af bedømmelse - [Vacancies.Navn]

HTML: Kære [Indsaet navn]

Vedrørende [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], hvor [Vacancies.udvformnavn] var formand for bedømmelsesudvalget.

Du bedes venligst godkende bedømmelserne, som du kan se via linket herunder, og give en tilbagemelding til undertegnede ved besvarelse af denne email.

[Se bedømmelserne her](#) (der åbner et nyt vindue, hvorfra du kan hente et PDF-dokument, som indeholder alle ansøgeres bedømmelser).

Inkluderet nedenfor:

- [Oversigt over bedømmelser](#)
- [Kommentar fra udvalget \(om nogen\)](#)
- [Bedømmelsesudvalget](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter] [OfficeName]  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Oversigt over bedømmelser

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar]:  
[Candidates.bedømmelsesresume]  
[RepeatEnd]

### Kommentar fra udvalget

[Vacancies.udvkommentar]

### Bedømmelsesudvalget

[Vacancies.udvmedludk1]  
[Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1],  
[Vacancies.udvmediinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedlemail1]  
  
[Vacancies.udvmedludk2]  
[Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2],  
[Vacancies.udvmediinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedlemail2]  
  
[Vacancies.udvmedludk3]  
[Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3],  
[Vacancies.udvmediinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedlemail3]  
  
[Vacancies.udvmedludk4]  
[Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4],  
[Vacancies.udvmediinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedlemail4]  
  
[Vacancies.udvformstilling] [Vacancies.udvformnavn],  
[Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (formand)

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 44 Godkendelse af bedømmelse: dekan/inst.leder-en

Emne: Approval of assessment - [NameVacancy]

HTML: Dear [Indsaet navn]

Concerning the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], for which [Vacancies.udvformnavn] was Chair of the assessment committee.

I kindly ask you to consider the assessments for approval, and reply to this email with your decision.

[View assessments here](#) (a new window will open where you can retrieve a PDF document containing all the assessments).

Below you will find:

- [Overview of assessments](#)
- [Comments from the assessment committee \(if any\)](#)
- [The names of the assessment committee](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### Overview of assessments

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.uddannelsesaar]:  
[Candidates.bedoemmelseresume]  
[RepeatEnd]

### Comments from the assessment committee

[Vacancies.udvkommentar]

### The names of the assessment committee

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (chairman)

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 50 Honorar bedømmelsesudvalg, eksterne-da

Emne: Honorar bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære medlem af bedømmelsesudvalget

[Vacancies.teamhoda] vil gerne takke dig for din deltagelse i bedømmelsesudvalget.

For at kunne udbetale dit honorar, skal du udfylde og sende nedenstående formular til undertegnede.

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Udfyldes af medlem af bedømmelsesudvalg

Navn

CPR-nr.

### Udfyldes af HR afdelingen

|                          |   |      |   |      |               |      |         |           |       |
|--------------------------|---|------|---|------|---------------|------|---------|-----------|-------|
| Stilling                 | [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal],<br>[Vacancies.teamhoda], Aarhus Universitet ([Vacancies.MK] ansøgere)   |      |   |      |               |      |         |           |       |
| Arbejdsperiode           | [Vacancies.udvstartdato.Month]/[Vacancies.udvstartdato.Year] -<br>[Vacancies.udvfaerdigdato.Month]/[Vacancies.udvfaerdigdato.Year]<br>(Stilling ID: [Vacancies.VacatureID]) |      |   |      |               |      |         |           |       |
| Arbejdets art            | Delregn.  | LKO  | Beløb eller<br>timer med<br>to<br>decimaler | Sats | Stillingstype | Sted | Projekt | Aktivitet | Enhed |
| Udenlandske<br>bedømmere |   | 4664 |   | 201  | 352           |      |         |           |       |

Dato \_\_\_\_\_ Underskrift af  
anvisningsberettigede

Dato \_\_\_\_\_ Underskrift af  
kontrollant

## 50 Honorar bedømmelsesudvalg: eksterne-en

Emne: Honorarium for service on an assessment committee - [NameVacancy]

HTML: Dear Assessment Committee Member

[Vacancies.teamhoen] thank you for your work on the assessment committee.

In order to pay you your honorarium for this work, please complete the form below and send it back to us by replying to this email.

If you are a non-Danish citizen residing outside Denmark the honorarium for the assessment committee work is tax exempt in Denmark but may be subject to taxation in your country of residence. It is up to you to declare this income to the local tax authorities.

Yours sincerely

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

**Please fill in all fields and then return the form.**

Full name:

Danish Cpr. no./Date of birth:

Address:

E-mail:

Bank name and address:

IBAN CODE/BANK ACCOUNT NUMBER:

SWIFT CODE/ BIC CODE:

ROUTING NUMBER (ONLY USA):

BSB CODE (ONLY AUSTRALIA):

### To be filled in by the HR Department

|                       |  |      |                                    |      |               |      |         |           |       |
|-----------------------|--|------|------------------------------------|------|---------------|------|---------|-----------|-------|
| Position of:          | [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University ([Vacancies.MK] applicants)   |      |                                    |      |               |      |         |           |       |
| Work period:          | [Vacancies.udvstartdato.Month]/[Vacancies.udvstartdato.Year] - [Vacancies.udfaerdigdato.Month]/[Vacancies.udfaerdigdato.Year] (job ID: [Vacancies.VacatureID]) |      |                                    |      |               |      |         |           |       |
| Arbejdets art         | Delregn.   | LKO  | Beløb eller timer med to decimaler | Sats | Stillingstype | Sted | Projekt | Aktivitet | Enhed |
| Udenlandske bedømmere |  | 4664 |                                    | 201  | 352           |      |         |           |       |

\_\_\_\_\_  
Dato Underskrift af  
anvisningsberettigede

\_\_\_\_\_  
Dato Underskrift af  
kontrollant

## 52 Indstilling til ansæt. inst.leder, DVIP-da

Emne: Indstilling til ansættelse - [Vacancies.Navn]

HTML: Kære [Fornavn institutleder]

Indstilling til ansættelse

Vedrørende [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] hvor [Vacancies.udvformnavn] var formand for bedømmelsesudvalget.

Du bedes sende din indstilling ([link til indstillingsskema](#)) til ansættelse til undertegnede ved besvarelse af denne email.

[Se bedømmelserne her](#) (der åbner et nyt vindue, hvorfra du kan hente et PDF-dokument, som indeholder alle ansøgeres bedømmelser).

Inkluderet nedenfor:

- [Oversigt over bedømmelser](#)
- [Kommentar fra udvalget \(om nogen\)](#)
- [Bedømmelsesudvalget](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Oversigt over bedømmelser

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], [Candidates.uddannelsesniveau] - [Candidates.uddannelsesaar]:  
[Candidates.bedoemmelsesresume]  
[RepeatEnd]

### Kommentar fra udvalget

[Vacancies.udvkommentar]

### Bedømmelsesudvalget

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (formand)

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 52 Indstilling til ansæt. inst.leder, DVIP-en

Emne: Recommendation on appointment - [NameVacancy]

HTML: Dear [Fornavn institutleder]

The assessment committee report concerning the position of [NameVacancy] is now finished.

You are asked to send your recommendation ([link for recommendation form](#)) concerning the appointment by replying to this email.

[View assessments here](#) (a new window will open where you can retrieve a PDF document containing all the assessments).

Below you will find:

- [Overview of assessments](#)
- [Comments from the assessment committee \(if any\)](#)
- [The members of the assessment committee](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### Overview of assessments

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], [Candidates.uddannelsesniveau] - [Candidates.uddannelsesaar]:  
[Candidates.bedoemmelsesresume]  
[RepeatEnd]

### Comments from the assessment committee

[Vacancies.udvkommentar]

### The members of the assessment committee

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1],  
[Vacancies.udvmedlemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2],  
[Vacancies.udvmedlemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3],  
[Vacancies.udvmedlemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4],  
[Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland],  
[Vacancies.udvformemail] (chairman)

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 52 Indstilling til ansæt. inst.leder-da

Emne: Indstilling til ansættelse - [Vacancies.Navn]

HTML: Kære [Fornavn institutleder]

Bedømmelsesudvalgets arbejde vedrørende [Vacancies.Navn] er nu godkendt.

[Se bedømmelserne her](#) (der åbner et nyt vindue, hvorfra du kan hente et PDF-dokument, som indeholder alle ansøgeres bedømmelser).

Du bedes sende din indstilling ([link til indstillingsskema](#)) til ansættelse til undertegnede ved besvarelse af denne email.

Inkluderet nedenfor:

- [Oversigt over bedømmelser](#)
- [Kommentar fra udvalget \(om nogen\)](#)
- [Bedømmelsesudvalget](#)
- [Opslagsteksten](#)

Med venlig hilsen

[NameRecruiter] [OfficeName]  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Oversigt over bedømmelser

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.udannelsesaar]:  
[Candidates.bedømmelsesresume]  
[RepeatEnd]

### Kommentar fra udvalget

[Vacancies.udvkommentar]

### Bedømmelsesudvalget

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitut], [Vacancies.udvformland], [Vacancies.udvformemail] (formand)

### Opslagsteksten

[Vacancies.VereisteErvaring]

## 52 Indstilling til ansæt. inst.leder-en

Emne: Recommendation on appointment - [NameVacancy]

HTML: Dear [Fornavn institutleder]

The assessment committee report concerning the position of [NameVacancy] has now been approved.

[View assessments here](#) (a new window will open where you can retrieve a PDF document containing all the assessments).

You are asked to send your recommendation ([link for recommendation form](#)) concerning the appointment by replying to this email.

Below you will find:

- [Overview of assessments](#)
- [Comments from the assessment committee \(if any\)](#)
- [The members of the assessment committee](#)
- [The text of the advertisement for the position](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### Overview of assessments

[RepeatStart]  
[FirstNameCandidate] [LastnameCandidate], Ph.d. [Candidates.phdstatus] - [Candidates.udannelsesaar]:  
[Candidates.bedoemmedsesresume]  
[RepeatEnd]

### Comments from the assessment committee

[Vacancies.udvkommentar]

### The members of the assessment committee

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedleemail1] [Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedleemail2] [Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedleemail3] [Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedleemail4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (chairman)

### The text of the advertisement for the position

[Vacancies.Omschrijving]

## 60 Afventer afgørelse: hovedkontakt TAP-da

Emne: Udvælgelse af kandidat, ansøgningsfrist udløbet - [Vacancies.Navn]

HTML: Kære [FirstnameContact] [LastnameContact]

Stillingsopslaget [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal] er nu udløbet og vi har modtaget [Vacancies.MK] ansøgninger.

Ansøgernes materiale ligger tilgængeligt for jer på [lederportalsiden](#) via tidligere fremsendte adgangskoder.

Jeg afventer jeres tilbagemelding med hensyn til udvælgelse og HR bistår gerne under eventuelle samtaler. Du er også velkommen til at kontakte HR, der vil være behjælpelig under processen, hvis det findes nødvendigt.

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## 60 Afventer afgørelse: hovedkontakt TAP-en

Emne: Selection of candidate, deadline passed - [NameVacancy]

HTML: Dear [FirstnameContact] [LastnameContact]

The deadline for applications for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2] has now passed, and we have received [Vacancies.MK] applications.

The materials submitted by the applicants are accessible via the [management portal website](#). Please use the access code sent to you earlier.

I look forward to hearing from you concerning your selection. The HR-department would be happy to assist with any interviews you may hold. You are also welcome to contact the HR-department, which will be available to assist with the process if required.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## 60 Godkendelse af indstilling: dekan-da

Emne: Godkendelse af indstilling - [Vacancies.Navn]

HTML: Kære Dekan

Vedrørende [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal]. Vi har modtaget indstilling om ansættelse fra [Vacancies.AccountNameOnPortal].

Du bedes godkende indstilling om ansættelse og herefter fremsende din tilbagemelding til undertegnede ved besvarelse af denne email.

Vedhæftet er følgende:

- [Ansøgerliste \(kvalificerede ansøgere\)](#)

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### Ansøgerliste (kvalificerede ansøgere)

- [RepeatStart]  
• [\[FirstNameCandidate\] \[LastnameCandidate\]](#) [RepeatEnd]

## 60 Godkendelse af indstilling: dekan-en

Emne: Approval of recommendation - [NameVacancy]

HTML: Dear Dean

Concerning the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], we have received a recommendation regarding the appointment from [Vacancies.AccountNameOnPortal2].

Please consider the recommendation and then notify your decision by replying to this email.

The following items are attached:

- [List of applicants \(qualified applicants\)](#)

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### List of applicants (qualified applicants)

- [RepeatStart]  
• [\[FirstNameCandidate\] \[LastnameCandidate\]](#) [RepeatEnd]

## 70 Samtaler, oversigt: TAP-da

|   |  |  |  |  |  |
|---|--|--|--|--|--|
| Emne: Samtaleoversigt - [Vacancies.Navn]<br>HTML: Kære udvalg<br>Samtaleoversigt for stillingen [Vacancies.Navn]:<br>Navn Dato Tid Bygning Lokale<br>[FirstNameCandidate] [Candidates.samtaledagedag] [Candidates.samtaletidspunkt] [Candidates.samtalebygning] [Candidates.samtalelokale]<br>[LastNameCandidate] [Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]<br>[/Candidates.samtaledato.Year] |  |  |  |  |  |
| Hver samtale forventes at vare ca. [Vacancies.samtaelaengde] og til stede vil være:<br>[Vacancies.samtaledeltagere]<br>Med venlig hilsen<br>[NameRecruiter] [OfficeName]<br>Telefon: [ExtensionRecruiter] Email: [EmailRecruiter]<br>Mobil: [MobileRecruiter]<br>[Vacancies.teamheds]   |  |  |  |  |  |

## 70 Samtaler, oversigt: TAP-en

|  |  |  |  |  |  |
|--|--|--|--|--|--|
| Emne: Interviews, overview - [NameVacancy]<br>HTML: Dear Members of the Appointment Committee<br>Overview of interviews for the position of [NameVacancy]:<br>Name Date Time Building Room<br>[FirstNameCandidate] [Candidates.samtaledagedag] [Candidates.samtaletidspunkt] [Candidates.samtalebygning] [Candidates.samtalelokale]<br>[LastNameCandidate] [Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]<br>[/Candidates.samtaledato.Year] |  |  |  |  |  |
| Each interview is expected to last around [Vacancies.samtaelaengde]. The following people will be present:<br>[Vacancies.samtaledeltagere]<br>Yours sincerely<br>[NameRecruiter] [OfficeAddress]<br>[PositionRecruiter]<br>Phone: +45 [ExtensionRecruiter] Email: [EmailRecruiter]<br>Mobile: +45 [MobileRecruiter]<br>[Vacancies.teamheds]  |  |  |  |  |  |

## Kandidat-emailskabeloner

### K-- Vedr. din ansøgning-da

Emne: Din ansøgning - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vedrørende din ansøgning til stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

### K-- Vedr. din ansøgning-en

Emne: Your application - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate],

Regarding your application for the vacancy [NameVacancy], at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

### K00 Bekræftelse for bilagsmateriale (hard copy)-da

Emne: Bekræftelse på modtagelse af bilagsmateriale (hard copy) - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vi bekræfter hermed modtagelsen af bilagsmateriale til din ansøgning til stillingen som [Vacancies.Navn].

Bilagene er rettidigt modtaget.

Det bemærkes, at bilagene ikke er kontrolleret nærmere. Det er således stadig ansøgerens ansvar, at al bilagsmateriale er i overensstemmelse med den bilagsoversigt, som er vedlagt ansøgningen.

Med venlig hilsen  
[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K00 Bekræftelse for bilagsmateriale (hard copy)-en

Emne: Confirmation of receipt of supplementary materials (hard copy) - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate]

We hereby confirm receipt of supplementary materials in connection with your application for the position of [NameVacancy].

The materials have been received in accordance with the regulations.

Please note that no check has been made on the contents of the materials received. It remains the responsibility of the applicant to ensure that the supplementary materials submitted correspond with the list of materials that accompanies the application.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoda]

## K00 Kvittering for ansøgning-da

Emne: Kvittering for ansøgning - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Tak for [din ansøgning](#) til stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Vi opfordrer dig til at følge linket ovenfor til din ansøgning og kontrollere, at alle

- obligatoriske\* data er blevet modtaget korrekt og
- vedhæftede dokumenter kan læses.

I tilfælde af væsentlige fejl besvarer du denne e-mail med en beskrivelse af den korrekte information.

[Vacancies.etterudloebda]

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]  
ID: [CandidateID]

## K00 Kvittering for ansøgning-en

Emne: Application Acknowledgment - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate],

Thank you for [your application](#) for the vacancy [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

We urge you to follow the link above to your application and check that all

- mandatory\* data has been received correctly and
- attached files are readable.

In case of substantial errors, please reply to this email with the correct information.

[Vacancies.etterudloeben]

Yours sincerely

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]  
ID: [CandidateID]

## K28 Info om bedøm.udv., alm. opslag-da

Emne: Info: Bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Til stillingen som [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda] har vi modtaget [Vacancies.MK] ansøgninger.

Dekanen har nedsat følgende bedømmelsesudvalg:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedland1][[Vacancies.udvmedludk2]]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedland2][[Vacancies.udvmedludk3]]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedland3][[Vacancies.udvmedludk4]]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedland4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland] (formand)

Vi forventer at bedømmelsesudvalget afslutter arbejdet senest [Vacancies.udvarbafslutda], og du vil herefter modtage den faglige bedømmelse af din ansøgning.

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K28 Info om bedøm.udv., alm. opslag-en

Emne: Assessment committee - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate]

We have received [Vacancies.MK] applications for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoda].

The Dean has set up an assessment committee for this position with the following members:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1],  
[Vacancies.udvmedlland1][Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2],  
[Vacancies.udvmedlland2][Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3],  
[Vacancies.udvmedlland3][Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4],  
[Vacancies.udvmedlland4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland]  
(chairman)

We expect the assessment committee to complete its work [Vacancies.udvarbafluten], and you will then receive the academic assessment of your application.

Yours sincerely

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K28 Info om bedøm.udv., DVIP-da

Emne: Info: Bedømmelsesudvalg - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Til stillingen som [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda] har vi modtaget [Vacancies.MK] ansøgninger.

Der er blevet nedsat følgende bedømmelsesudvalg:

- [Vacancies.udvmedludk1]
- [Vacancies.udvmedstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1],  
[Vacancies.udvmedlland1][Vacancies.udvmedludk2]
- [Vacancies.udvmedstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2],  
[Vacancies.udvmedlland2][Vacancies.udvmedludk3]
- [Vacancies.udvmedstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3],  
[Vacancies.udvmedlland3][Vacancies.udvmedludk4]
- [Vacancies.udvmedstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4],  
[Vacancies.udvmedlland4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland]  
(formand)

Vi forventer at bedømmelsesudvalget afslutter arbejdet senest [Vacancies.udvarbaflutda], og du vil herefter modtage den faglige bedømmelse af din ansøgning.

Med venlig hilsen

**[NameRecruiter]**  
[PositionRecruiter]

**[OfficeName]**

Telefon: [ExtensionRecruiter]      [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K28 Info om bedøm.udv., DVIP-en

Emne: Assessment committee - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate]

We have received [Vacancies.MK] applications for the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoda].

An assessment committee has been appointed for this position with the following members:

- [Vacancies.udvmeldludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1][Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2][Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3][Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4]
- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland] (chairman)

We expect the assessment committee to complete its work [Vacancies.udvarbafluten], and you will then receive the academic assessment of your application.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K52 Anmode om anbefaling1-en

Emne: Request - Recommendation for [FirstnameCandidate] [LastnameCandidate]

HTML: Dear [Candidates.anbefalernavn1],

We have received an application from [FirstnameCandidate] [LastnameCandidate] to the position [NameVacancy] at [Vacancies.AccountNameOnPortal2] and the applicant has registered you as a referee person.

We therefore kindly ask you to send us a letter of recommendation (approximately one page) concerning [FirstnameCandidate] [LastnameCandidate] within 14 days.

You can upload the recommendation by clicking on [this link](#).

Thank you in advance.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]      [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]  
ID: [CandidateID]

## K52 Anmode om anbefaling2-en

Emne: Request - Recommendation for [FirstnameCandidate] [LastnameCandidate]

HTML: Dear [Candidates.anbefalernavn2],

We have received an application from [FirstnameCandidate] [LastnameCandidate] to the position [NameVacancy] at [Vacancies.AccountNameOnPortal2] and the applicant has registered you as a referee person.

We therefore kindly ask you to send us a letter of recommendation (approximately one page) concerning [FirstnameCandidate] [LastnameCandidate] within 14 days.

You can upload the recommendation by clicking on [this link](#).

Thank you in advance.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]

Mobile: +45 [MobileRecruiter]

[Vacancies.teamhoen]

ID: [CandidateID]

## K52 Anmode om anbefaling3-en

Emne: Request - Recommendation for [FirstnameCandidate] [LastnameCandidate]

HTML: Dear [Candidates.anbefalernavn3],

We have received an application from [FirstnameCandidate] [LastnameCandidate] to the position [NameVacancy] at [Vacancies.AccountNameOnPortal2] and the applicant has registered you as a referee person.

We therefore kindly ask you to send us a letter of recommendation (approximately one page) concerning [FirstnameCandidate] [LastnameCandidate] within 14 days.

You can upload the recommendation by clicking on [this link](#).

Thank you in advance.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]

Mobile: +45 [MobileRecruiter]

[Vacancies.teamhoen]

ID: [CandidateID]

## K52 Info om bedømmelse-da

Emne: Info: Bedømmelse - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Via linket herunder finder du rapporten fra bedømmelsesudvalget vedr. din ansøgning.

Bedømmelsen vil nu blive forelagt ledelsen, og du vil høre fra os snarest muligt.

[Se bedømmelsen her](#) (der åbner et nyt vindue, hvori du kan se bedømmelsen).

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]

Mobil: [MobileRecruiter]

[Vacancies.teamhoda]

## K52 Info om bedømmelse-en

Emne: Info: Assessment - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate],

Please follow the link below to find a copy of the assessment committee report concerning your application.

The assessment will now be considered by the Management, and you can expect to hear the outcome shortly.

[View assessment here](#) (a new window opens in which you can see the assessment).

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K60 Afslag: TAP-da

Emne: [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Tak for din ansøgning til stillingen [Vacancies.Navn]. Vi har modtaget [Vacancies.MK] ansøgninger.

Efter en samlet vurdering af de indkomne ansøgninger skal vi hermed meddele dig, at stillingen er besat til anden side. Vi har lagt vægt på både de faglige og personlige kvalifikationer i vores valg af kandidat.

Vi ønsker dig held og lykke med din videre jobsøgning.

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K60 Afslag: TAP-en

Emne: [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate]

Thank you for your application for the position of [NameVacancy]. We received [Vacancies.MK] applications for this position.

We regret to inform you that, after making a careful assessment of all the applications, we have decided to appoint another applicant. We considered both professional and personal qualities in making our choice.

We wish you success in your search for a position.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K60 Afslag: VIP-da

Emne: [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Tak for din ansøgning til stillingen [Vacancies.Navn].

Efter en samlet vurdering af de indkomne ansøgninger til [Vacancies.Navn] skal vi hermed meddele dig, at stillingen er besat til anden side.

Vi vil gerne takke dig for den interesse du har vist [Vacancies.teamhoda], Aarhus Universitet.

For god ordens skyld skal vi oplyse, at afgørelsen i henhold til ansættelsesbekendtgørelsen er endelig og ikke kan indbringes for anden administrativ myndighed.

Med venlig hilsen

[NameRecruiter]

[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter]

[EmailRecruiter]

Mobil: [MobileRecruiter]

[Vacancies.teamhoda]

## K60 Afslag: VIP-en

Emne: [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate]

This is a letter with regards to your recent application for the position of [NameVacancy] at the [Vacancies.AccountNameOnPortal2] at Aarhus University.

After a thorough examination of your application materials, with special attention to the current needs of the [Vacancies.AccountNameOnPortal2], we regret to report that we will not proceed further with your application.

We were very pleased with the applicant pool and the overall quality of the applications received. We thank you for the interest you have shown Aarhus University and wish you the best in the future.

Please note that, in agreement with Ministerial Order no. 284 of 25 April on the Appointment of Academic Staff for Danish Universities (the Appointment Order), this decision is final and cannot be appealed to any other administrative authority.

Kind regards

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter]  
Mobile: +45 [MobileRecruiter]

[EmailRecruiter]

[Vacancies.teamhoen]

## K68 Indkaldelse til samtale-da

Emne: Invitation til samtale - [FirstnameCandidate] [LastnameCandidate] ([Vacancies.Navn])

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vi vil gerne invitere dig til samtale den [Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]  
/[Candidates.samtaledato.Year] kl. [Candidates.samtaletidspunkt].

Samtalen forventes at være ca. [Vacancies.samtaletaengde] og vil foregå i lokale [Candidates.samtaletokale], bygning [Candidates.samtalebygning], [Vacancies.samtaleadresse].

Til stede vil være:

[Vacancies.samtaledeltagere]

Vil du være venlig at bekræfte ovenstående med svar til undertegnede.

Vi ser frem til samtalen.

Med venlig hilsen

[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter]

[EmailRecruiter]

Mobil: [MobileRecruiter]

[Vacancies.teamhoda]

## K68 Indkaldelse til samtale-en

Emne: Invitation to an interview - [FirstnameCandidate] [LastnameCandidate] ([NameVacancy])  
HTML: Dear [FirstnameCandidate] [LastnameCandidate]

We would like to invite you to an interview on [Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]  
/[Candidates.samtaledato.Year] at [Candidates.samtaletidspunkt].

It is expected that the interview will last approximately [Vacancies.samtalelaengde]. It will be held in Room  
[Candidates.samtalelokale], Building [\[Candidates.samtalebygning\]](#), [Vacancies.samtaleadresse].

The following people will be present at the interview:

[Vacancies.samtaledeltagere]

Please confirm by e-mail that you are able to take part in the interview.

We look forward to talking to you.

Yours sincerely

**[NameRecruiter]** **[OfficeAddress]**  
[PositionRecruiter]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K70 Samtale, bekræftelse-da

Emne: Samtale bekræftelse - [FirstnameCandidate] [LastnameCandidate] ([Vacancies.Navn])  
HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vi bekræfter hermed vores aftale om samtale [Candidates.samtaleugedag] d.  
[Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]/[Candidates.samtaledato.Year] kl.  
[Candidates.samtaletidspunkt] vedrørende stillingen [Vacancies.Navn].

Samtalen forventes at være ca. [Vacancies.samtalelaengde] og vil foregå i bygning [\[Candidates.samtalebygning\]](#), lokale  
[Candidates.samtalelokale].

Til stede vil være:

[Vacancies.samtaledeltagere]

Vi ser frem til samtalen.

Med venlig hilsen

**[NameRecruiter]** **[OfficeName]**  
[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K70 Samtale, bekræftelse-en

Emne: Confirmation of interview - [FirstnameCandidate] [LastnameCandidate] ([NameVacancy])  
 HTML: Dear [FirstnameCandidate] [LastnameCandidate],

We hereby confirm that your interview for the position of [NameVacancy] will take place on [Candidates.samtaledugedag] [Candidates.samtaledato.Day]/[Candidates.samtaledato.Month]/[Candidates.samtaledato.Year] at [Candidates.samtaletidspunkt].

It is expected that the interview will last approximately [Vacancies.samtaelaengde]. It will be held in Room [Candidates.samtalelokale], Building [\[Candidates.samtaleygning\]](#), [Vacancies.samtaleadresse].

The following people will be present at the interview:

[Vacancies.samtaledeltagere]

We look forward to talking to you.

Yours sincerely

**[NameRecruiter]**  
 [PositionRecruiter]

**[OfficeAddress]**

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
 Mobile: +45 [MobileRecruiter]  
 [Vacancies.teamhoen]

## K90 Færdiggørelse til Captia:pxs-bruger-da

Emne: Ansættelse med opslag

HTML: **Stillingen**

Titel: [Vacancies.Navn]  
 StillingsID: [Vacancies.VacatureID]  
 Reference: [Vacancies.Referentie]  
 Sted: [Vacancies.AccountNameOnPortal]  
 Timer: [Vacancies.AantalUren]  
 Form: [Vacancies.ansaettelsesform]  
 Antal ansøgere: [Vacancies.MK]  
 Opslagstekst: [Vacancies.VereisteErvaring]  
 Bedømmelsesudvalg:

- [Vacancies.udvformstilling] [Vacancies.udvformnavn], [Vacancies.udvforminstitution], [Vacancies.udvformland], [Vacancies.udvformemail] (formand)  
 [Vacancies.udvmedludk1]
- [Vacancies.udvmedlstilling1] [Vacancies.udvmedlnavn1], [Vacancies.udvmedlinstitution1], [Vacancies.udvmedlland1], [Vacancies.udvmedlemail1]  
 [Vacancies.udvmedludk2]
- [Vacancies.udvmedlstilling2] [Vacancies.udvmedlnavn2], [Vacancies.udvmedlinstitution2], [Vacancies.udvmedlland2], [Vacancies.udvmedlemail2]  
 [Vacancies.udvmedludk3]
- [Vacancies.udvmedlstilling3] [Vacancies.udvmedlnavn3], [Vacancies.udvmedlinstitution3], [Vacancies.udvmedlland3], [Vacancies.udvmedlemail3]  
 [Vacancies.udvmedludk4]
- [Vacancies.udvmedlstilling4] [Vacancies.udvmedlnavn4], [Vacancies.udvmedlinstitution4], [Vacancies.udvmedlland4], [Vacancies.udvmedlemail4]

**Personen**

Navn: [FirstNameCandidate] [LastnameCandidate]  
 Fødselsdato: [Candidates.GeoorteDatum]  
 Nationalitetsland: [Candidates.nationalitetsland]  
 Bedømmelse: [Candidates.bedoemmelsesresume]  
 Bedømmelsestekst: [Candidates.bedoemmelsestekst]

## K90 Færdiggørelse, profiling: kommunikation-da

Emne: Ny medarbejder - [Vacancies.Navn]

HTML: Kære Kommunikationsafdeling

Til orientering er [FirstnameCandidate] [LastnameCandidate] blevet ansat som [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Start dato: [Startdato]

Der vedhæftes CV og kommunikationsafdelingen opfordres til at kontakte vedkommende med henblik på profiling.

Med venlig hilsen

[NameRecruiter]

[OfficeName]

[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]

Mobil: [MobileRecruiter]

[Vacancies.teamhoda]

## K90 Færdiggørelse, profiling: kommunikation-en

Emne: New member of staff - [NameVacancy]

HTML: Dear AU Communication

This is to notify you that [FirstnameCandidate] [LastnameCandidate] has been appointed to the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

Commencement date: [Startdato]

You are encouraged to contact the new employee (CV attached) with regard to a possible press release and/or an internal announcement of the appointment.

Yours sincerely

[NameRecruiter]

[OfficeAddress]

[PositionRecruiter]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]

Mobile: +45 [MobileRecruiter]

[Vacancies.teamhoen]

## K90 Tilbud om ansættelse (fast)-da

Emne: Ansættelse - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vi vil gerne tilbyde dig stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Stillingen er fast og tilbydes med start [Startdato].

Du bedes udfylde og returnere oplysningsskemaet, som du finder via dette [link](#).  
Derefter fremsender vi et ansættelsesbrev til dig.

Med venlig hilsen

[NameRecruiter]

[OfficeName]

[PositionRecruiter]

Telefon: [ExtensionRecruiter] [EmailRecruiter]

Mobil: [MobileRecruiter]

[Vacancies.teamhoda]

## K90 Tilbud om ansættelse (fast)-en

Emne: Employment - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate],

We are delighted to inform you that we have decided to offer you the position of [NameVacancy], at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

The position is permanent, and begins on [Startdato].

You are kindly requested to complete and return the information form which you will find [here](#).

We will then send you a formal letter of appointment.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## K90 Tilbud om ansættelse (tidsbegrænset)-da

Emne: Ansættelse - [Vacancies.Navn]

HTML: Kære [FirstnameCandidate] [LastnameCandidate]

Vi har besluttet at tilbyde dig stillingen [Vacancies.Navn] ved [Vacancies.AccountNameOnPortal], [Vacancies.teamhoda], Aarhus Universitet.

Stillingen er tidsbegrænset og tilbydes for perioden [Startdato] til [Slutdato].

Du bedes udfylde og returnere oplysningsskemaet, som du finder via dette [link](#).  
Derefter fremsender vi et ansættelsesbrev til dig.

Med venlig hilsen  
[NameRecruiter]  
[PositionRecruiter]

[OfficeName]

Telefon: [ExtensionRecruiter] [EmailRecruiter]  
Mobil: [MobileRecruiter]  
[Vacancies.teamhoda]

## K90 Tilbud om ansættelse (tidsbegrænset)-en

Emne: Employment - [NameVacancy]

HTML: Dear [FirstnameCandidate] [LastnameCandidate],

We are delighted to inform you that we have decided to offer you the position of [NameVacancy] at [Vacancies.AccountNameOnPortal2], [Vacancies.teamhoen], Aarhus University.

The appointment is for a limited period, from [Startdato] to [Slutdato].

You are kindly requested to complete and return the information form which you will find [here](#).

We will then send you a formal letter of appointment.

Yours sincerely

[NameRecruiter]  
[PositionRecruiter]

[OfficeAddress]

Phone: +45 [ExtensionRecruiter] [EmailRecruiter]  
Mobile: +45 [MobileRecruiter]  
[Vacancies.teamhoen]

## Emailskabeloner vedr. lederportalen

### Lederportal, ny kontooprettelse, brugernavn (uhr)

Emne: Dit brugernavn til lederportalen / Your username for the Manager's Portal

HTML: In English below

Kære [FirstnameContact] [LastnameContact]

Vi har givet dig adgang til lederportalen, som er en del af Aarhus Universitets e-rekrutteringssystem, PeopleXS. Det betyder, at du har adgang til at indsende forslag til et stillingsopslag til HR og efterfølgende se ansøgerne til de stillinger du har adgang til.

Du logger på systemet via [lederportalsiden](#). Her finder du også en vejledning om brug af systemet.

**Dit brugernavn er:** [EmailContact]

Af sikkerhedsmæssige årsager sendes din adgangskode i en separat email. Adgangskode er midlertidig og skal ændres indenfor 24 timer.

Har du yderligere spørgsmål til login på lederportalen, er du velkommen til at kontakte os på [\[EmailRecruiter\]](#).

Med venlig hilsen

[NameRecruiter] [OfficeName]

[OfficePostalNumber]

PS: Alle portalens faciliteter vides at virke med Explorer på PC og med Firefox på Mac (men desværre i mindre grad med Safari og Opera).

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Dear [FirstnameContact] [LastnameContact]

We have given you access to the Manager's portal which is a part of the Aarhus University's electronic recruitment system called PeopleXS. This means that you have access to submit job announcements for publication to the HR department and afterwards see all the applicants for the vacant positions you have access to.

You log in to the system through the [Manager's portal](#). Here you will also find guidelines for the use of the system.

**Your user name is:** [EmailContact]

For security reasons your password will be sent in a separate email. The password is temporary and must be changed within 24 hours.

If you have further question regarding login on to the manager's portal you are welcome to contact us at [\[EmailRecruiter\]](#).

Kind regards

[NameRecruiter] [OfficeAddress]

[OfficePostalNumber]

PS: The facilities of the Manager's portal are known to work with Explorer on the PC and Firefox on Mac (but unfortunately, to a lesser extent with Safari and Opera).

## Lederportal, ny kontooprettelse, adgangskode (uhr)

Emne: Adgang til lederportalen / Access to Manager's Portal

HTML: In English below

Kære [FirstnameContact] [LastnameContact]

Du har fået tilsendt en email med dit brugernavn til lederportalen. Denne email indeholder din midlertige adgangskode.

**Din adgangskode er:** [PasswordContact]

Vær opmærksom på, at denne adgangskode er midlertidig og udløber [PasswordContactExpiryDate]. Du skal ændre adgangskoden første gang, du logger ind.

Du logger på systemet her: [lederportalsiden](#)

Med venlig hilsen

[NameRecruiter] [OfficeName]  
[OfficePostalNumber]

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Dear [FirstnameContact] [LastnameContact]

Recently, you received an email notifying you of your user name for accessing the Manager's portal. This email provides you with your temporary password.

**Your password is:** [PasswordContact]

Please note that this password is temporary, it expires at [PasswordContactExpiryDate]. You are required to change the password the first time you log in.

You access the system here: [Manager's portal](#)

Kind regards

[NameRecruiter] [OfficeAddress]  
[OfficePostalNumber]

## Lederportal, glemt adgangskode (uhr)

Emne: Adgangskode til lederportalen / Password to the Manager's Portal  
HTML: In English below

Kære [FirstnameContact] [LastnameContact]

Du har bedt om en ny adgangskode til lederportalen.

**Din adgangskode er:** [PasswordContact]

Vær opmærksom på, at denne adgangskode er midlertidig og udløber [PasswordContactExpiryDate]. Du skal ændre adgangskoden, når du logger ind.

Du logger på systemet her: [lederportalsiden](#)

Har du yderligere spørgsmål til login på lederportalen, er du velkommen til at kontakte os på [\[EmailRecruiter\]](#).

Med venlig hilsen

[NameRecruiter] [OfficeName]  
[OfficePostalNumber]

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Dear [FirstnameContact] [LastnameContact]

You have requested a new password for the Manager's portal.

**Your password is:** [PasswordContact]

Please note that this password is only valid for 24 hours. You are required to login and change it before it expires at [PasswordContactExpiryDate].

You access the system here: [Manager's Portal](#)

If you have further question regarding login on to the manager's portal you are welcome to contact us at [\[EmailRecruiter\]](#).

Kind regards

[NameRecruiter] [OfficeAddress]  
[OfficePostalNumber]