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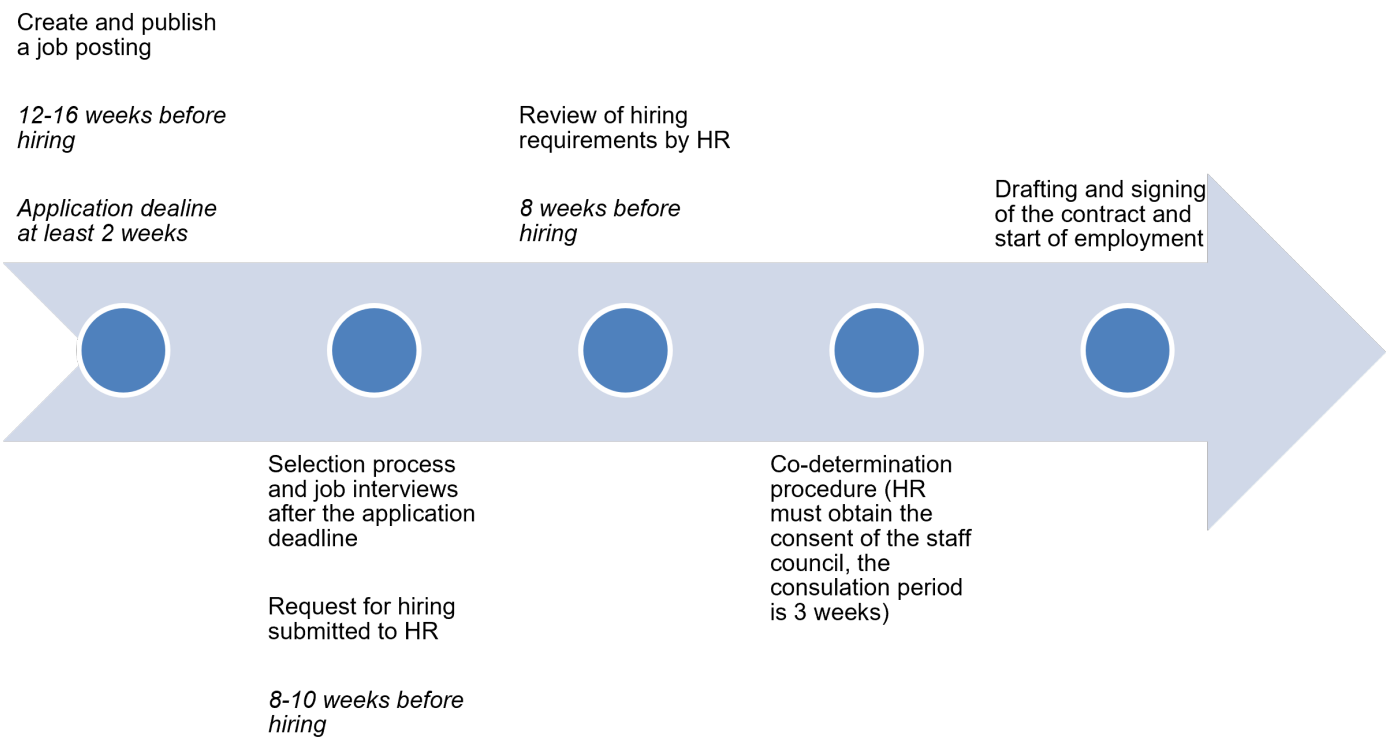
Checklist

for hiring and appointments in the area of IT & Bib, Administration, Technology & Trades

(Last updated: 10.11.2026)

Timeline for hiring an employee covered by collective agreements (TV):



A Employees covered by collective agreements (TV)

1 Job description

1.1 Type of work/position

1.2 Position approval

1.3 Job description/wage bracket

1.4 Open-ended position

1.5 Term-limited position/ reason for term limit

2 Job advertisement

2.1 Internally or externally?

2.1.1 Advertising internally

2.1.2 Advertising externally

2.2 Form of job advertisement

2.3 Promoting the recruitment of disabled persons

2.3.1 Notifying the Federal Employment Agency

3 Selection procedure

3.1 Interim notice to applicants

3.2 Send all application documents to:

3.2.1 Staff council

3.2.2 Where applicable, the Disability Representative

3.2.3 Equal Opportunities Officer

3.3 Selection for interviews – sanctions list check and export control

3.4 Interviews involve the staff council (in the case of open-ended positions and if requested by the council); if necessary, the Disability Representative and, if applicable, the Equal Opportunities Officer

3.5 Selection decision

3.5.1 Involvement of the Disability Representative

3.5.2 Written reasons for selection for submission to staff council

4 Application for recruitment to the Central Administration/Human Resources (completing application for recruitment, TDBA form + Appendix for pay grade assignment)

5 Co-determination procedure (obtaining the consent of the staff council via Human Resources)

6 Rejection of applicants

6.1 Candidates not disabled

6.2 Disabled candidates not invited to an interview

6.3 Disabled candidates invited to an interview

7 Health check

For workstations with computer screens

When handling hazardous substances

Workplace with health hazards

8 Presenting the employment contract

B Special issues in the case of civil servants (Beamt/inn/e/n)

A Employees covered by collective agreements (TV)

To hire candidates, proceed as follows:

1. Questions to be clarified in advance:

1.1 Type of work/position (e.g. administrative officer, technical assistant)

1.2 Is the position available to be filled? Is the funding available?

- Approved established post (approval procedure)
- or in the case of third-party funded positions (is there a notice of approval?)
- for other positions, e.g. special programs (is funding secured?)

1.3 Job description/wage bracket/allowances (to determine the wage bracket, an at least provisional current job description must be available at the time the position is advertised or at the start of the hiring process)

1.4 Is the position to be filled on an open-ended basis?

1.5 If the position is fixed-term: reason for the term limit: e.g. “interim position holder” or “on the basis of a justified forecast, there will not be a need for this position beyond (special justification required)”, see § 30 TV-L in conjunction with § 14 TzBfG.

Please note: Employment and funding within a third-party funded project alone no longer justifies a time limit on a position, according to the WissZeitVG. The TzBfG applies. The time limit shall depend on the duration of the project.

2. Job advertisement

As a general rule:

ALL job advertisements must be sent by e-mail BEFORE publication to the staff council (personalrat@uni-tuebingen.de), the Disability Representative (sbv@uni-tuebingen.de), and the Equal Opportunities Officer (chancengleichheit@zv.uni-tuebingen.de). If the position is in an underrepresented area, the positions must be advertised externally.

2.1 Internally or externally?

Jobs must generally be advertised either internally (with the heading “internal University job advertisement”) or externally. When job openings are advertised internally, only applications from current University employees may be considered; external applications are not accepted. These internal job advertisements must be posted (see 2.1.1) and reported by email to ord@uni-tuebingen.de with a request to advertise them in the “job vacancies” section of the website.

2.1.1 Internally by posting in the Neue Aula and in the Morgenstelle lecture hall center (via the Neue Aula and Morgenstelle building management) and usually in the relevant University institution in a suitable place + online editors at the Public Relations Department.

2.1.2 Externally (regional/national newspapers and/or specialist journals; within the relevant area, other media suitable to enable a broad selection of candidates, even if this is only online), and always on the University of Tübingen landing page under Job Vacancies (via ord@uni-tuebingen.de)

2.2 The following must always be observed for job advertisements:

- Name the University and the institution (no code number advertisements!) using the University logo (available from Echolot).

Include the address and telephone number of the institution; if applicable, include the e-mail address

- Advertisements must be non-discriminatory, gender-equitable in accordance with the AGG (see samples in the appendix). Use female and male or neutral terms and “of any gender” or (m/f/d).
- Job title or description/ requirements
- Hiring for a limited or unlimited term
- Wage bracket according to TV-L in conjunction with EgO
- Scope of work: point out that generally, full-time positions may be divided and shared. In the case of part-time positions, reference may also be made to the divisibility of the position if a sensible division is possible.
- Planned/possible start of employment date
- Deadline for applications (at least 14 days)

The following must also be included:

- “We welcome applications from persons with a severe disability or equivalent; such applicants will be preferred over applicants with essentially the same suitability for the position.”
- “The University of Tübingen advocates for the goals of equality and diversity and actively promotes equal opportunities.”
- “We urge qualified women to apply.” (This reference is only necessary in areas where women are underrepresented.)
- “The position may be shared between part-time employees.” (in the case of full-time positions)
- “The appointment will be formally concluded by the University’s central administration.”

2.3 Promoting the recruitment of disabled persons

The Disability Representative, staff council and the Equal Opportunities Officer must be informed in good time of any vacancies to be filled.

The legal information in Appendix 5 “Applications from disabled persons” must be observed.

2.3.1 Notifying the Federal Employment Agency

Any University institution posting a vacancy must notify the Employment Agency that there is a position to be filled. To support the rights of people with severe disabilities, the law requires that the Employment Agency be consulted to determine whether the position can be filled by a person with a severe disability who is registered as unemployed or seeking work. To this end, a placement request must be submitted via the Employment Agency's eServices. For further information, please refer to the "Anleitung Agentur für Arbeit Stellenausschreibungen" in the Human Resources download section.

3. Selection procedure

3.1 Confirmation of receipt or, if applicable, interim notification to applicant

3.2 Send all application documents to:

3.2.1 the staff council

3.2.2 the Disability Representative **(mandatory, immediately after receipt of applications from disabled persons, not after first reviewing all documents)**

3.2.3 the Equal Opportunities Officer

3.3 The selection of applicants for interviews and the dates must be agreed with the Disability Representative (if there are applications from disabled persons); the staff council and, if desired, with the Equal Opportunities Officer. It is advisable to carry out the sanctions list check and export control at this point.

3.4 Job interviews

- Inviting the selected applicants.
  Please note: Include note on travel expenses ("Unfortunately, we cannot reimburse travel and/or accommodation costs").
  - Applicants with disabilities must always be invited to interviews, unless they obviously lack the professional suitability for the position. If an applicant has the training required in the job advertisement, it cannot be assumed that he/she is obviously unsuitable. Exceptions must be agreed with the Disability Representative with regard to the requirements set out in the job advertisement. Errors may lead to claims for damages/compensation.
- Female applicants must be invited in those areas in which women are underrepresented. The Equal Opportunities Officer may always take part in <u>all</u> job interviews if

both male and female candidates meet the requirements (not only if women are underrepresented).

- Interviews must be conducted in a non-discriminatory manner, ensuring comparability and equal opportunities for all applicants. Professional experience, work experience and other knowledge and skills important for the work to be done should also be identified for possible “recognition of beneficial periods” for placement into a suitable pay grade.
  It is generally advisable to draw up a list of questions.
  A list of inadmissible questions may be found in Appendix 3.
  Note: Any question about an applicant’s type of disability is only permissible to the extent that it has an impact on the activities to be performed.
- Samples of work may be requested. This should be mentioned in the invitation letter to candidates.

3.5 Selection decision

3.5.1. Where applicable, the Disability Representative has the right to participate in evaluation meetings. A written justification for the rejection of disabled applicants must be submitted to the Disability Representative and to Human Resources.
If the Disability Representative then agrees in writing to the rejection, this must be noted in a written justification for the selection and submitted to Human Resources and the staff council.

3.5.2. Written reasons for the selection must be submitted to the staff council upon request.

4. Application for recruitment to the central administration/Human Resources and implementation of the co-determination procedure

Within the scope of its right to nominate candidates, the University institution seeking to fill a position shall include in the making of its decision: the staff council; the Disability Representative, if applicable; and the Equal Opportunities Officer, if applicable. The recruitment application, the written reasons for the selection, the TDBA form, the pay grade Appendix and the recruitment documents (personnel form, certificates, proof of professional experience, LBV forms, etc.) must be submitted.

5. Human Resources reviews the recruitment documents and requirements and then initiates the formal procedure. Under § 75 LPVG, the staff council has a say in personnel measures.
No binding commitment may be made to the applicant before the staff council and Human Resources have approved the recruitment.
(Possible wording: "We have decided in your favor after your convincing interview and would like to offer you the advertised position. This offer is subject to approval by the staff council. If you are still interested in the position, we would ask the Human Resources Division to involve the staff council and, following its approval, send you an employment contract as a binding offer. Please wait until then before terminating any contracts (e.g. current employment contract or tenancy agreement) as may become necessary as a result of your work for us.")
The possible hiring date depends on the duration of the procedure.

6. Rejection of applicants

6.1 Candidates not disabled: The employer should be brief here. It is sufficient to state that the application procedure has been completed, but that unfortunately this application could not be considered.

6.2 Candidates disabled: Such candidates must be invited to a job interview unless the applicant obviously lacks the professional suitability (see point 3.4) and the Disability Representative agrees. The rejection letter must state the professional/objective reasons why the disabled applicant is obviously unsuitable (e.g. the applicant has not completed the appropriate training set out as a requirement in the job advertisement).

6.3 Disabled candidates invited to an interview:
If an agreement can be reached with the Disability Representative and the staff council that the disabled applicant will not be hired because he/she is less suitable than the selected applicant, then no separate reasons need to be given in the rejection. If no agreement can be reached, separate procedures must be carried out.

7. Health check

Must be completed prior to work starting date. Here we refer to the University Medical Service website for the preparation of a form for activity-related occupational health screening, (www.ableitungsformular.de).

8. Employment contract

! before starting work

Once the co-determination procedure has been completed, the employment contract is drawn up and usually sent to the relevant University institution for delivery to the employee. The employment contract only comes into effect once the employee has signed it.

B Special issues in the case of civil servants (Beamt/inn/e/n)

- It should be noted that civil servant (Beamt/inn/e/n) positions that become vacant must always be advertised publicly (i.e. suitably for reaching a wide range of potential applicants).
- Beamt/inn/e/n positions are generally to be advertised as open-ended.
- A corresponding established post must be available.
- Beamt/inn/e/n positions cannot be divided to make two part-time positions, so the note to this effect does not apply.
- Otherwise, the appointment procedure corresponds to the procedure for employees covered by collective agreements.

The following Appendices to the recruitment checklist for recruitments in IT & Bib, Administration, Technology & Trades are available in the Human Resources download area:

1 Sample job advertisements
2 Telephone list

Applications from disabled candidates – Appendix on checklist for recruitment

The legal requirements regarding the employment of disabled persons in the state administration (SchwbVwV) of June 24, 2013, GABl of July 31, 2013, page 322, must be observed. As soon as applications are received from disabled persons, the Disability Representative must be involved in the process and provided with comprehensive information. The recruiter must actively approach the Disability Representative, not the other way around!

Under § 164 SGB IX, the University as an employer has procedural obligations, the violation of which gives rise to the suspicion of discrimination. For example, the University must check whether vacancies can be filled by disabled persons, in particular by disabled persons registered with the Federal Employment Agency as unemployed or seeking employment. The obligation to consider disabled people when filling vacancies always exists, regardless of whether a disabled person has applied or disclosed this status in their application. If the University breaches this obligation to check, this is an indication that it has discriminated against a rejected disabled person on the grounds of disability because it has failed to comply with its duty to promote employment of the disabled. In order to consider disabled persons who are unemployed or registered as job seekers, the University has to submit a placement request via the Employment Agency's eServices at the beginning of the procedure. A rejected applicant with a disability may claim that the breach of this obligation suggests that he or she has been disadvantaged due to the disability.

Under § 165 SGB IX, disabled persons who have applied for the position must be invited to an interview if their professional suitability is not obviously lacking; this is measured exclusively by the mandatory requirements that are demanded in the job advertisements. An invitation is only dispensable if there is an obvious lack of professional aptitude. Whether this is the case must be discussed and agreed in advance with the Disability Representative. The main problem with the question of inviting disabled persons is often not so much a lack of professional suitability, but the degree to which this is or is not obvious. The BVerwG has set the hurdles for obviousness very high. If someone has studied the relevant subject, possibly even completed a habilitation thesis in this subject, one may not assume an obvious lack of professional suitability. In such cases, it is strongly recommended to invite this applicant and then check whether he or she is suitable for the specific position.

The Disability Representative has the right to inspect the decision-relevant parts of all application documents and to participate in the meetings of the appointment committee and the interviews. Please inform the Disability Representative of the dates in good time. Before the final decision is made, the Disability Representative must be consulted regarding applications from disabled candidates and on the intended selection. The staff council must also be consulted. If the Disability Representative or the staff council does not agree with the intended decision, the procedure stipulated in § 164 (1) SGB IX must be followed. Failure to

comply with the legally prescribed steps is unlawful and may render the entire procedure invalid and trigger claims for damages.