**Evaluation and recommended ranking of the applicants for the position as postdoctoral fellow within ………………….  
at the Department of ………….., University of Bergen**

*Please remember that the evaluation is based on the candidates’ applications and scientific accomplishments, and that it is* ***not*** *this committees’ responsibility to interview the candidates,* ***nor*** *to contact referees.*

**Short description of the position**

A ..-year position as postdoctoral fellow within ………….. was announced with an application deadline ……………………….. The position is affiliated to the research project “……………………..…..”, funded by the ……………….. programme from the Research Council of Norway/other source(s)..

*Alternatively: The position is financed by the University of Bergen*

**The evaluation committee**

*Three members, both genders represented, one external member (from outside UiB). Please make certain that all members are legally competent to assess all applicants.*

At the application deadline 20 June 2016, xx candidates had applied for the position.

On 21 June 2016 the Head of Department appointed a committee to evaluate the applications consisting of:

* **First name Surname,** title, Department of ………………, University of Bergen (chair)
* **First name Surname**, title, Department of ………………, University of Bergen
* **First name Surname**, title, name of external institution

**Required qualifications for the position: Selection criteria**

The committee has evaluated the applicants in accordance with the formal requirements listed in the advertisement text:

(cited from the advertisement - example)

1. The applicant must hold a Norwegian PhD or an equivalent degree within ………………. or must have submitted his/her doctoral thesis for assessment prior to the application deadline. It is a condition of employment that the PhD has been awarded.
2. Successful applicants must have demonstrated experience in ………………...
3. Documented experience in ……………… is required.
4. Experience with ……………………. is an advantage.
5. ……………

*(ensure that this list matches the requirements in the advert)*

All the applicants have been asked to include in their application (i) a brief account (maximum one A4 page) of the applicant's research interests and motivation for applying for the position, (ii) CV, (iii) transcripts and diplomas and official confirmation that the doctoral thesis has been submitted, (iv) relevant certificates/references, (v) a list of publications and other relevant scientific works *(ensure that this list matches the requirements in the advert)*

**Evaluation of the applicants**

The evaluation committee initially selected the candidates who seemed to fulfil the requirements listed in the advertisement text. These candidates were further evaluated with respect to how well they cover the area of expertise sought after and whether they have the specific skills required, based on the provided material. Furthermore, we have evaluated the candidates’ motivation for applying, their research interests and how well this position would fit into their career plans judged from the application letter.

Based on the given criteria the candidates were divided into three groups:

1. **Candidates who failed to demonstrate** in their application that they fulfil one or more of the requirements for the position (relevant PhD, background that gives good understanding of the research topic, [other essential competence] and/or did not provide all the material required for the assessment (see above). The following candidates therefore were not considered further (applicant number in brackets):  
   First name Surname (applicant number), First name Surname (applicant number), etc……
2. **Formally competent candidates,** but who fell short of the top candidates on one or more criteria, and are therefore not considered further:   
   First name Surname (applicant number), First name Surname (applicant number), etc……
3. **The top candidates**First name Surname (applicant number), First name Surname (applicant number), etc……

**A summary of the top candidates (in alphabetic order) is given below:**

**First name Surname** (…. years old)

***Education:*** He/She has a Master in …………… from the University of ………….. in yyyy.He/She completed/will complete a doctorate within ….. at University of …. in …. (*It is essential to verify that the PhD thesis has been submitted prior to the application deadline)*

***Professional experience:*** He/She has worked …. years at the Institute of ….. in …., and [other work experience]

***Scientific qualifications:*** He/She has .. relevant peer reviewed papers (as first author/participated), published in ……………. in yyyy.He/She has good knowledge and skills in …………….. (subject area and relevant methods).

***Overall assessment:***

He/She is [highly] [well] *formally* qualified for the postdoctoral position.

Etc……………….

**Conclusion and recommended ranking**

*The conclusion should compare how the qualified candidates level up to each other, and the discussion should be clear in leading to the conclusion and final ranking of the top candidates. Please remember, 1) at least three candidates should be ranked, if three candidates are found to be qualified, and 2) candidates who are not qualified must not be ranked.*

Based on all credentials:

1. First name Surname
2. First name Surname
3. First name Surname
4. …

18 October 2016

|  |  |  |
| --- | --- | --- |
| Signature | Signature | Signature |
| First name Surname Job title UiB | First name Surname Job title UiB | First name Surname Job title Organization |