**Evaluation and recommended ranking of the applicants for the position as Research fellow (PhD) in ………………….  
Department of ………….., University of Bergen**

This 4-year position as Research fellow (PhD candidate) in the ………….. research group was announced with an application deadline ……………………….. The position is financed by the University of Bergen. Alternativt: The position is affiliated to the research project “……………………..…..”, funded by the ……………….. programme from the Research Council of Norway/other source.

**The applicants**

The position attracted …… applicants:

Navneliste, generert fra Jobbadmin – enten i alfabetisk rekkefølge eller etter ID   
(tips: hvis svært mange søkere, del navnelisten i 2–3 spalter el. kolonner)

1. NN
2. NN
3. NN
4. NN

**The evaluation committee**

The Head of Department on 26 June 2015 appointed a committee to evaluate the applications consisting of:

* **Forename Surname,** title, Department of ………………, University of Bergen (chair)
* **Forename Surname**, title, Department of ………………, University of Bergen
* **Forename Surname**, title, Department of ………………, …..

**Required qualifications for the position including personal qualities**

Based on the instruction in the announcement of the position, the committee has evaluated the applicants using the criteria listed below.

**The successful applicants must/should have** (klippes fra utlysningsteksten)

* obtained a master's degree or the equivalent in ..... (*subject area*), or have submitted their master's thesis for assessment prior to the application deadline.   
  It is a condition of employment that the master's degree has been awarded.
* experience in ......
* ability to work independently and in a structured manner, and have good communication skills
* proficiency in both written and oral English
* a good command of the Norwegian language

**The application must include** (klippes fra utlysningsteksten)

* a brief account of the applicant's research interests and motivation for applying for the position
* the names and contact details of two referees. One of these must be the main advisor for the master's thesis or equivalent thesis.
* CV
* transcripts and diplomas showing completion of the bachelor's and master's degrees, or official confirmation that the master's thesis has been submitted
* relevant certificates/references
* a list of any works of a scientific nature (publication list)
* any publications in your name

**Evaluation of the applicants**

……………… (an account of the committee’s working procedures and principles)

Based on the given marks, the candidates were divided into three groups:

**1) Candidates that lack the scientific background and qualification needed for this position:**

Forename Surname, Forename Surname, etc……………………..

**2) Competent candidates, but who have gaps in their scientific profile so they are less suited than the top candidates for the position**

Forename Surname, Forename Surname, etc……………………..

**3) The top candidates**

Forename Surname, Forename Surname, etc……………………..

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

**Forename Surname** (…. years old)

The applicant obtained a Bachelor in ……….. (subject area) at the University of ………….. in yyyy. He/she has a Master in …………… from the University of ………….. in yyyy.

He/She also stayed abroad at the Institute of ………., …………. (town), ………… (country). She has good knowledge and skills in …………….. (subject area). He/She is the first author of one scientific article published in …………….in yyyy.

He/She is highly qualified for the PhD position.

**Forename Surname** (…. years old)

The applicant graduated from the University of ………….. in yyyy.

In yyyy he/she joined the University of ………….. in yyyy ………….. (country). In yyyy he/she joined the ……………….. master programme at the University of ………….. in yyyy, and has been awarded a master’s degree in …………... (subject area) He/She is currently enrolled with the …………… project at the Department of …………, University of ……….. He/She is the first author of a scientific article published in ……………. in yyyy. The candidate has mainly worked with ……………., and has good knowledge of ………...

He/She is highly qualified for the PhD position.

**Forename Surname** (…. years old)

The applicant has obtained a Bachelor in …………… in yyyy at the University of ……………., and a Master in …………….. in yyyy at the University of ………………. He/She has published one scientific article from a research project undertaken during his Bachelor in …………….in yyyy. The candidate has experience in …………………. He/she has obtained very good marks during his/her education and master degree. He/she also has experience of teaching at the Department of ……….., University of Bergen.

He/She is highly qualified for the PhD position.

**Ranking of top candidates**

Based on their applications, the (number of) candidates appeared all highly qualified for the position. To complement the information described in the different applications, the committee had an interview (about 45 min) with each candidate. During the interview, the candidate had a maximum of 15 minutes for a short presentation about his/her education and background. Then, a discussion between the committee and the candidate was established. At the end of the interview, the committee summarized the novel information emerged (including presentation and communication skills). The committee contacted the referees given by the candidates in their applications.

**Interview notes** (presentation and communications skills / language and other skills / personal fitness)

**Note: Interview notes, referee reports and the comparison are exempted from public disclosure and will therefore not be sent to the candidates. In case of a formal complaint, the candidate complaining will be entitled to read the notes from the interview concerning him/her.**

**Forename Surname**

……………………………

**Forename Surname**

……………………………

**Forename Surname**

……………………………

**Referee reports**

**Forename Surname**

……………………………

**Forename Surname**

……………………………

**Forename Surname**

……………………………

**Comparison of top candidates**

………………………………………….

**Conclusion and recommended ranking**

Based on all credentials, references and interviews the committee recommends the following ranking:

1. Forname Surname
2. Forname Surname
3. Forname Surname

dd.mm.yyyy

|  |  |  |
| --- | --- | --- |
| Signature | Signature | Signature |
| Forname Surname Job title UiB | Forname Surname Job title UiB | Forname Surname Job title Organization |