**Template for Applicant Communication**

Table of contents

[Acknowledgement of receipt 1](#_Toc129248331)

[Optional passage on receipt of applications from severely disabled persons 2](#_Toc129248332)

[Invitation letter 2](#_Toc129248333)

[Optional passages for job interviews with assignment 3](#_Toc129248334)

[Optional passage for interviews by videoconference 3](#_Toc129248335)

[Rejection letter 4](#_Toc129248336)

#

# Acknowledgement of receipt

Dear Ms/Mr xxx,

Thank you for sending us your application documents and for your interest in the advertised position.

The careful review of all documents will take some time. We will contact you again at the appropriate time and provide you with information on the further application process. Until then, we ask for your patience.

The personal data you provide as part of your application will be processed by the University of Oldenburg on the basis of Art. 6 Para. 1 lit. a) in conjunction with Art. 88 DSGVO in conjunction with § 12 NDSG exclusively for the purpose of carrying out the application process, will not be passed on to third parties and will be deleted no later than 3 months after the end of the application process, unless you have expressly consented to a longer storage period. Further information on the processing of your personal data can be found at https://uol.de/stellen/.

Please do not hesitate to contact us if you have any questions.

Yours sincerely

Name, Signature

**Template for Applicant Communication**

## Optional passage on receipt of applications from severely disabled persons

The staffing committee has ascertained from your application that you have been granted equal status in accordance with the law on severely disabled persons. For formal examination, we would like to ask you to submit the relevant proof in the form of a copy of the notice of equality by (weekday, date) at the latest (preferably electronically to the e-mail address provided).

If proof of a severe disability is provided, the hiring process will be accompanied by the representative for severely disabled persons at the University of Oldenburg. You have the possibility to contact the representative for severely disabled persons before the interview: <http://www.schwerbehindertenvertretung.uni-oldenburg.de>; e-mail: schwerbehindertenvertretung@uni-oldenburg.de. We would like to point out that the accompaniment of the representative for severely disabled persons can also be refused. If you would like to decline the accompaniment, the Representative for Severely Disabled Employees asks for a short message.

# Invitation letter

Dear Ms/Mr XXX,

Thank you for your application and the interest expressed in the advertised position "xxx" in the School of Medicine and Health Sciences.

The staffing committee would like to invite you to an interview on the following date:

**Date: Weekday, Date**

**Time: xx:xx o'clock**

**Place: Address, building, room**

The interview will be attended by a four-member staffing committee as well as representatives of various bodies (Staff Council, Equal Opportunity, Department 1). A map of the site can be found in the attachment. Parking spaces are available on the premises. For further orientation, please refer to the [site plan](https://uol.de/en/campus-map) of the University of Oldenburg. Please call us when you are standing in front of the entrance (0441/798-XXXX) - you will then be taken to the appropriate room.

We kindly ask you to give us a short feedback until xxx, if you are able to attend the appointment.

**Template for Applicant Communication**

We look forward to meeting you in person. Please note that any travel expenses cannot be covered.

Please feel free to contact me if you have any questions.

Yours sincerely

Name, Signature

## Optional passages for job interviews with assignment

The interview will last approximately 45 minutes and will include a short presentation at the beginning. For this, we would like you to prepare a 10-minute presentation on the following topic: "...". You are welcome to send us your presentation in advance.

At the beginning of the meeting at xx:xx you will first receive a task, for which 15 minutes are planned. Afterwards, we look forward to meeting you in person.

Please note that parts of the interview will be held in English.

## Optional passage for interviews by videoconference

The interview will take place by video conference. We hope that you agree and that you have the necessary technology (internet access, PC/laptop or similar with camera and microphone, etc.) at your disposal. A video conference room has been set up for your conversation via BigBlueButton, which you can access via the following link: xxx. We recommend that you preferably use Chrome or Firefox for the videoconference. You can also find more information about the tool at the following [link](https://uol.de/fsphysik/orientierungswoche/bigbluebutton-/-online-konferenzen).

This room has been created especially for your interview and can be tested by you in advance. Please contact us if you have any questions.

**Template for Applicant Communication**

# Rejection letter

Dear Ms/Mr XXX,

Thank you for your interest in the position "xxx (m/f/d)".

We have received many applications for this position in School VI. Unfortunately, we have to inform you that the staffing committee has decided in favor of another person. We regret that we cannot consider your application any further.

We wish you all the best for your future career.

Yours sincerely

Name, Signature