



- – Responsible – who is responsible for completing the entrusted task
- – Accountable (sometimes also Approver) – who is responsible for the whole task, answerable for what has been done
- – Consulted – who can provide valuable advice or consult the task
- – Informed – who is supposed to be kept up-to-date on progress of the task or about the decisions made while the task was being completed

	Human Resources Department	Lead worker
production of the advertisement	R/I	R/I
publication of the advertisement on the University website and other job portals	R	I
revision of the advertisement	R/I	R/I
acceptance and record keeping of the delivered applications	R	
contacting the candidate about an interview date	R	I
discarding candidates from the SP	R	
interview with the candidates	R	R
job offer to the selected candidate	R	I
notification of acceptance/rejection to all candidates who participated in the SP	R	