



About this template

This template will help you prepare for the interview on your profile.

Depending on your position, not all topics will be applicable to you, or some may be missing that do belong on your profile. This template is meant as an orientation aid and to get an idea of all the possibilities.

You don't need to put anything down on paper for the appointment. However, it can be useful to think about which questions are relevant to you in advance, so that we can get started right away. If you can't, that's no problem and we will go through the template during the appointment.



[Click here for the template](#)



[Click here to email a question](#)



This is an interactive pdf. Click on the green underlined tabs for additional information. This way you can quickly see what needs to be filled in where.

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Name

Position

[Click here](#)

Name

Phone number

E-mail

ORCID iD



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This is a summary of your position and activities. It is the first information that visitors see when they want to know more about your work.

- What position do you hold, and in what unit do you work?
- Which days of the week do you work?
- What work processes are you responsible for?
- Which departments do you work with the most?
- Possibly: what ancillary activities do you undertake?
Maximum 60 words.

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Your work

This part is about your expertise: what work you do at the Institute, and how it matches your skills.

- What are your main work activities?
 - What work processes are you responsible for?
 - What appeals to you in the work you do here?
 - Why are those activities relevant to the creation, maintenance, and development of processes within the Institute?
- Maximum 300 words.

Career

This second part describes your professional career in chronological order.

- What education have you done?
 - What other positions have you held, and where?
 - What relevant training, workshop, courses have you attended/attended?
 - What side activities do you undertake?
- Maximum 300 words.



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[News](#)

Optional: a list of news articles of the University to which you are linked.

[Calendar](#)

Optional: a list of events from the University calendar to which you are linked.

[Social media](#)

Optional: links to your social media channels.



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Five key words that cover your work.

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Phone number

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