1 Recruitment and appointment procedure
   a. Place the vacancy on the NWO-I website.
   b. Take into account the appointment conditions for researchers in training. Can the candidate complete a PhD in four years and then acquire a job after that? You should also assess the communication skills, independence, et cetera.
   c. Take into account the appointment conditions for postdocs. Has the candidate been trained abroad and held postdoc positions for no more than four years?
   d. Give the selected candidate the document Tips for foreigners.
   e. Send the completed and signed information form and a signed copy of the candidate’s passport to our P&O Department. In the case of researchers in training, you should also send the signed training and supervision plan. The forms also have an English version:
      - Information form
      - Form job description and plan for training
   f. Do not let a foreign candidate or guest start before a necessary visa procedure has been fully completed and the person concerned has received a valid residence document. Otherwise, NWO-I will not pay any salary/remunerations.

2 Employment conditions
   a. The employment regulations of NWO-I are not the same as those of your university!
   b. NWO-I does not have a standard go/no-go decision after the first researcher in training year. Discuss doubts about the performance or about the successful completion of the performance with our P&O Department.

3 Supervision
   a. Every year, you should hold a planning and evaluation interview with every researcher in training. Discuss the planning of sufficient leave and the use of at most ten holiday days per year for career-oriented measures.
   b. With a postdoc you should hold a performance appraisal interview at least once every two years. During this interview you should also discuss the subsequent career of your employee.
   c. Hold a performance appraisal interview with a technician every year. Explanatory notes to help prepare for the interviews are available.
   d. Discuss the need, wishes and possibilities for courses and training with every employee. You should also think about personal skills. (See the NWO-I training overview)
   e. You should explicitly discuss any performance problems with the employee. You should always make a report of the interview and give a copy of this to the employee as well.
   f. Refer employees to relevant information from NWO-I and make sure you disseminate this too. See section “Personnel NWO-I” on www.nwo-i.nl.

4 Illness
   a. If an employee is ill, then you should maintain weekly contact in person or by phone.
   b. Avoid impersonal email correspondence.
   c. Refer a sick employee to the company doctor (name and address can be requested from our P&O Department).
   d. If the illness lasts longer than four weeks, then discuss this with our P&O Department.

5 End of the contract: and then?
   a. Prevent unemployment. Make employees aware of their opportunities well before their contract ends. Think about the NWO-I career training for researchers in training. Let them make use of your network.
   b. Discuss with them what an ideal subsequent job could be.
   c. Encourage them to apply for jobs and also enquire about how that is going. Involve our P&O Department if individual coaching seems to be necessary.