

# Welcome to University of Vienna!

Mag. Anna Huemer, MA





Team Human Resources Development & Recruiting, September 2021

## Talent Acquisition and Development

Head: **Jutta Wieltschnig**

You can find us here:

Universitätsring 1 / Stiege 10 / Hochparterre, 1010 Wien

**Contact:** [personalentwicklung@univie.ac.at](mailto:personalentwicklung@univie.ac.at)

## Tasks of Human Resources Development

(Excerpt from the development plan, University of Vienna 2028)

- The services offered by Human Resources Development at the University are **oriented towards the strategic goals of the University** and the competences to be derived from them which characterise the **various target groups among the academic and non-academic university staff**. The employees are assisted from the moment they join the University (**Recruiting, Pre- and Onboarding**), on to support in fulfilling their role (**competence-oriented further education**), to transitions in their career (*career development*).
- With its activities, Human Resources Development supports the **advancement and expansion of success-relevant competences** for a **positive and proactive attitude towards work** in an **increasingly digitalised academic and professional world**. Human resources development at the University of Vienna takes place in an environment that is **diverse** and, above all, **international**.

## Target group specific seminar programm / Competence-oriented further education

- Overview in the **Intranet** >>> Link to the **Course data base (Kursdatenbank)** >>> [Registration](#)
- **Free of charge**, participation with permission of your superior, counts as **work time**
- Mainly **webinars and mix of presence and online trainings (20%-80%)**
- Starting summer semester 2025: **further education portal in the social intranet**  
**All offers at a glance** (Human resource development, Center for Teaching and Learning, Research services, Gender equality and diversity)
- **German courses** for non-natives / **Contact:** [johanna.reutenauer@univie.ac.at](mailto:johanna.reutenauer@univie.ac.at)

# Seminars & Courses

[INTRANET](#)



Recommended seminars in the winter semester of 2024/25

#### Artificial Intelligence in practice

- Peer Learning / Experimental Space
- Curated Self-Study
- All AI seminars

#### New seminars for scientists

- Strategic Time Management for Scientists
- Negotiation in Academia: Achieving 'Win-Win' Solutions with the Harvard Approach
- Leadership in Research Projects – Applied Research Project Management for Scientists
- For doctoral candidates, the seminar programme comprises a range of PhD training courses.

#### Sustainability and Reconciliation

- Klima Puzzle @Uni Wien: Die Klimakrise verstehen lernen
- Führung und Sorgpflichten: Wie kann ich mein Team und mich selbst stärken?

Please register for the seminars and courses via the **course database of the University of Vienna**.

[To the registration in the course database](#)

**NEW:** You require a **VPN connection** to access the course database from outside the University.

Thank you for your interest.  
The Human Resources Development team of the University of Vienna

#### Contact



Karl Manuela



Danner Gwendolyn



#### Contacts

##### Manuela Karl

Mail: [manuela.karl@univie.ac.at](mailto:manuela.karl@univie.ac.at)

Telefon: +43-1-4277-12331

##### Gwendolyn Danner

Mail: [gwendolyn.danner@univie.ac.at](mailto:gwendolyn.danner@univie.ac.at)

## Overview of topics:

( IKT, law, management, communication, resilience, etc. )

### Research staff

- Moodle / Teaching
- Professional English
- Digital working world
- Project Management for Scientist
- Presenting and personal impact
- Science Communication
- Scientific Publications

### Administrative staff

- Work organisation
- Occupational safety
- Professional English
- Digital working world
- Finance and Controlling
- Diversity
- Constructive cooperation



## AI OFFERS IN INTRANET - LINK

# Schulungsangebote rund um KI

Created by [Siddgi Nura](#), last modified by [Huemer Anna Maria](#) on [25. Sep 2024](#)

### Alle Angebote im Überblick

[KI in der Kursdatenbank](#)

[Experimentierraum](#)

[AI Online Coaching - ANMELDUNG](#)

[KI und Datenschutz](#)

[KI-Angebote am Center for Teaching and Learning \(CTL\)](#)

[Kuratierte Lernangebote: Self-Study/ on demand](#)

- 1) "Elements of AI": Onlinekurs
- 2) "KI-Campus": Lernplattform für Künstliche Intelligenz
- 3) "KI in der Hochschullehre": Lernvideos der Veranstaltungsreihe der dghd (Deutsche Gesellschaft für Hochschuldidaktik)
- 4) "Chat GPT": Videos von Prof. Dr. Holger von Jouanne-Diedrich
- 5) "Intro to Large Language Models": 1 hour video (in English)
- 6) "ChatGPT - 30 Year History | How AI Learned to Talk": Video (in English)
- 7) "Angewandte Generative KI in den (digitalen) Geisteswissenschaften": Foliensatz von Christopher Pollin
- 8) "Rudolphina – Wissenschaftsmagazin der Universität Wien": Artikel und Beiträge rund um KI

### Kurse | Kursliste

Kurstyp:

Zeitraum:

Kategorie:

Kursname:

Semester:

#### Name

[Praktische Einführung in das Prompt Engineering mit GPT](#) ausgebucht

Practical introduction to prompt engineering with GPT

CTL Was bedeutet Integration von generativer künstlicher Intelligenz (KI) für meine Lehre? Lehr-/Lernziele formulieren, didaktische Umsetzung entwerfen, Prüfungsformate reflektieren und Studierende bei einer verantwortungsvollen KI-Nutzung unterstützen

ausgebucht

[Project Management and AI](#) ausgebucht

ausgebucht

[Online KI-Coaching und Prompt-Beratung / Online AI coaching and prompt advice](#)

## Kurse | Kursliste

Kurstyp:

Zeitraum:  Bis:

Kategorie:

Kursname:

Semester:

Name	Status
Introduction to Research Data Management in the Social Sciences	
Practical introduction to prompt engineering with GPT	
Decision-making for team leaders	
Communicating and interacting with people with psychological diseases (including neurodiversity)	
Designing.Events: How to Plan a Successful Scientific Conference	
Project Management and AI	ausgebucht
Presenting in English	
Online KI-Coaching und Prompt-Beratung / Online AI coaching and prompt advice	

- ZID - Kurse
- Personalentwicklung - Kurse (für Mitarbeiter\*innen kostenlos)
- Meine Kurse
- Kursverwaltung
  - Kalender
  - Kurs anlegen
  - Kategorien
- Benachricht.
- Zeugnisse
- Verträge
- Benutzer- und Gruppenverwaltung
- Raumverwaltung
- Statistik
- Nachrichten
- Persönliche Daten

## Kurse | Kursliste

Kurstyp:

Zeitraum:  Bis:

Kategorie:

Kursname:

Semester:

Kurs abgesagt

Anmeldung offen

Kurs ausgebucht

Kurs abgehalten

Angemeldet/Warteliste

Name	Beginn	Kursstatus	Mein Status
Introduction to Research Data Management in the Social Sciences	09.10.2024 09:00 - 12:00	aktiv	nicht angemeldet
Schreibwerkstatt	18.10.2024 09:00 - 18:00	aktiv	nicht angemeldet
Individuelles Schreibcoaching für Prae Docs	22.10.2024 14:00 - 18:00	aktiv	nicht angemeldet
FDM-Häppchen Datenorganisation / FDM Bites Data Organisation	06.11.2024 16:00 - 18:00	aktiv	nicht angemeldet
Research Data Management for PhD Students	11.11.2024 10:00 - 13:00	aktiv	nicht angemeldet
Research Data Management for PhD Students in the Humanities	15.11.2024 09:00 - 12:00	aktiv	nicht angemeldet
Schreibwerkstatt	15.11.2024 09:00 - 18:00	aktiv	nicht angemeldet
Introduction to Research Data Management in the Social Sciences	20.11.2024 09:00 - 12:00	aktiv	nicht angemeldet
Writing with structure and ease. Effective writing strategies for your dissertation	28.11.2024 09:00 - 16:00	aktiv	nicht angemeldet
Time and Self-Management for the Doctorate	03.12.2024 09:00 - 12:00	aktiv	nicht angemeldet
FDM-Häppchen Datenschutz und Urheberrecht / FDM Bites Data Protection and Intellectual Property Law	03.12.2024 14:00 - 16:00	aktiv	nicht angemeldet
Forschungsdatenmanagement für Doktorand*innen in den Geisteswissenschaften	10.12.2024 14:30 - 17:30	aktiv	nicht angemeldet
Schreibwerkstatt	20.12.2024 09:00 - 18:00	aktiv	nicht angemeldet
Scientific Writing for Doctoral Students: Process and Product	07.01.2025 13:00 - 17:00	aktiv	nicht angemeldet
FDM-Häppchen Archivierung und Repositorien / FDM Bites Archiving and Repositories	10.01.2025 10:00 - 12:00	aktiv	nicht angemeldet
FDM Spezial: Bilddaten in den Geisteswissenschaften	14.01.2025 14:00 - 17:00	aktiv	nicht angemeldet
Schreibwerkstatt	17.01.2025 09:00 - 18:00	aktiv	nicht angemeldet
Research Data Management for PhD Students	22.01.2025 10:00 - 13:00	aktiv	nicht angemeldet
ORCID iD - Why should I have one?	24.01.2025 10:00 - 11:30	aktiv	nicht angemeldet
Forschungsdatenmanagement für Doktorand*innen in den Geisteswissenschaften	25.02.2025 09:00 - 11:00	aktiv	nicht angemeldet





ZID offers = paid

ZID - Kurse
Personalentwicklung - Kurse (für Mitarbeiter*innen kostenlos)
Meine Kurse
Kursverwaltung
▶ Kalender
▶ Kurs anlegen
▶ Kategorien
Benachricht.
Zeugnisse
Verträge
Benutzer- und Gruppenverwaltung
Raumverwaltung
Statistik
Nachrichten
Persönliche Daten

## Kurse | Kursliste

Kurstyp:

Zeitraum:




Kategorie:

Kursname:

Semester:

Name	
Excel 1 - Grundlagen	
Webinar: Illustrator Einführung	
Praktische Einführung in das Prompt Engineering mit GPT <small>ausgebucht</small>	
Webinar: Excel 2 - Aufbau	
Webinar: Python 3 Einführung	
Barrierefreie Webinhalte mit Typo3	
Einführung in die digitale Barrierefreiheit	
Practical introduction to prompt engineering with GPT	
DSGVO- und Datenschutzbildung	
Webinar: InDesign Einführung	
Präsenzkurs: Adobe Premiere - Einführung in die Videobearbeitung	

## Requirement-oriented initiatives

- **Coaching** (for specific, work-related issues)  
 employees/ budget every three years possible  
superiors / yearly budget possible
- **Coaching of teams** (for specific, work-related issues)  
 consulting & budget possible
- **Team-/Strategy retreats:**  
 consulting & budget possible

**Contact:** [marie.trappl@univie.ac.at](mailto:marie.trappl@univie.ac.at)

## Ihr Recruiting Team:



(Tina Koschuh, Christan Alpas, Elisabeth Frysak, Jutta Wieltschnig, Anna Huemer, Mark Umlauf, v.l.n.r.)



Recruiting

## Recruiting

- **New Tool** (since May 2023: SAP Success Factors)
  - Job advertisements
  - Communication with applicants
- **Consulting / Support with job advertisements**  
Ad design /Channels of publication/ Social Media
- **Recruiting Consulting / Support**  
Interviews, Selection process, Management Audits

**Recruiting Knowhow / Intranet: [LINK](#)**

**Contact: [jobs@univie.ac.at](mailto:jobs@univie.ac.at)**

 Recruiting EN 

» Blog

📅 Kalender

BEREICHsverknüpfungen

Hier können Sie Verknüpfungen zu Ihren wichtigsten Inhalten vornehmen.

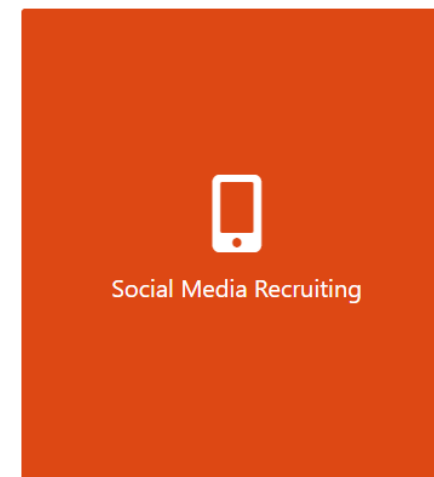
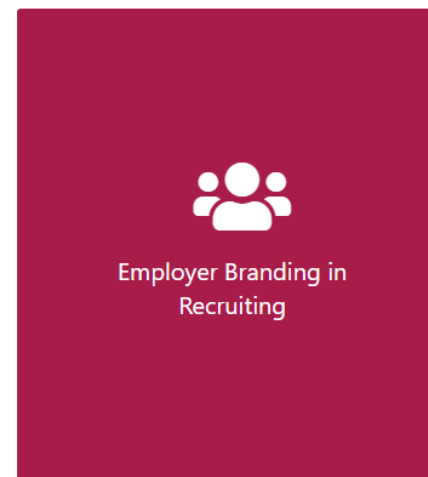
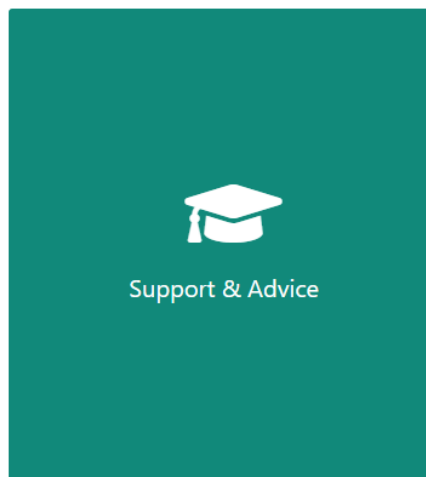
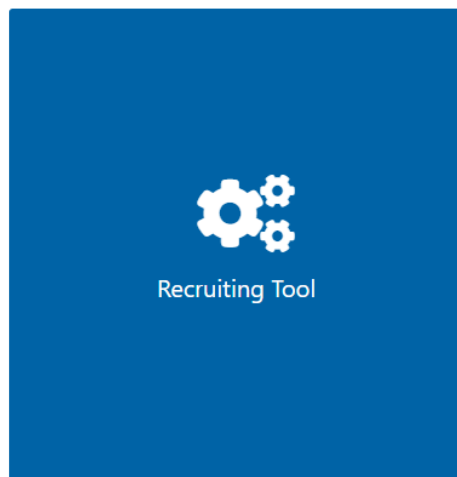
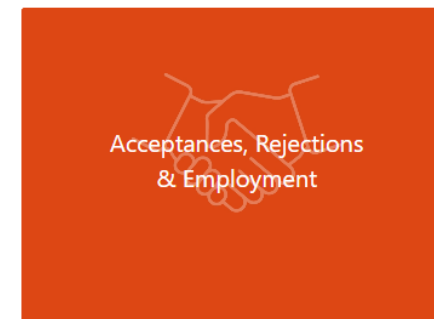
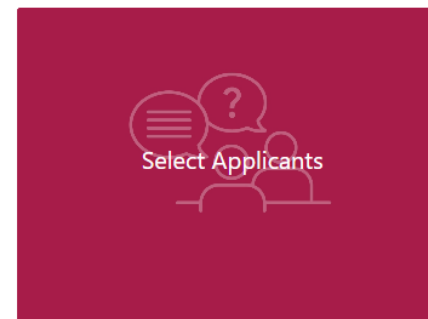
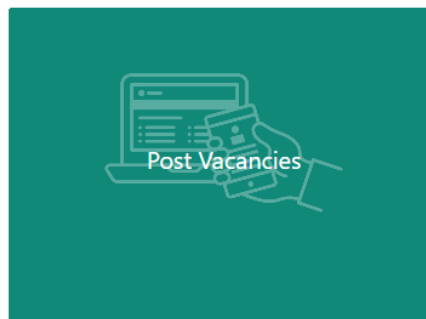
SEITENHIERARCHIE

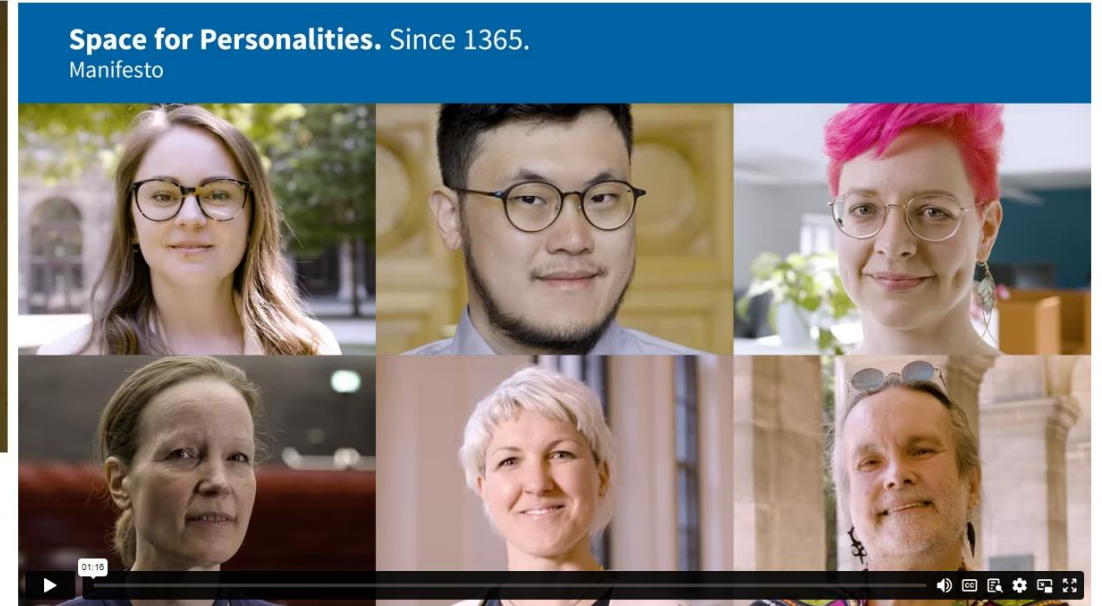
- 1. Planning recruiting
- 2. Post Vacancies
- 3. Select Applicants
- 4. Acceptances, Rejections & Employ

› Recruiting Tool

- Social Media Recruiting
- Employer Branding in Recruiting

› Support & Advice





**JOBS @ UNIVIE**

**University of Vienna. Space for personalities. Since 1365.**

At the University of Vienna more than **10,000 people** are working to find answers to the questions of tomorrow. As one of the largest and oldest universities in Europe, we offer an unparalleled range of research, teaching, projects and professional services.

Explore the many positions on offer at the University of Vienna in all these areas and apply here to become a member of our academic and services community - we look forward to hearing from you

Work with us to find answers to the questions for tomorrow.

Join us to realize your full potential in a new role.

# Welcome to the University of Vienna!

We are very pleased that you have chosen the University of Vienna as your employer.

With approximately **10,400 employees** and about **89,000 students**, the University of Vienna is the largest university in Austria. For new employees, the complexity of the organisation and the wide range of services and facilities are quite a challenge at the beginning.

Here, employees and executives can find useful information about welcome events and guided tours, things worth knowing to get started, recommendations for successful pre- and onboarding, and the opportunity to get in touch with new (and experienced) colleagues.

[LINK to  
onboarding](#)

For new members of staff: Welcome Brunch & guided tours



For new members of staff: Useful information for the start!



Recommendations for executives and buddies



## Welcome to the intranet space "Personnel topics"!

As an employee of the University of Vienna, you will find central **work-related** information here.

Yours team of the *Human Resources and Gender Equality department*

[LINK](#)

### Quicklinks



SAP SuccessFactors  
Recruiting |  
Recruiting4u:



HR & Finance  
Services | HR4u:



Forms



u:card for employees



certificate for anniversary year

## Already at the University of Vienna: Personnel topics



### Active employments

Ask your questions here about employment status, contracts or master data, such as address, residence status, education...



### Payroll

Ask your questions here about income as an employee



### Invoice - contract for work and services

Here you can submit fee notes for contracts for work and services



### Workplace accident

The notification of a workplace accident can be entered by both the employee themselves (by ticking 'Work accident' in the Sick Note app) and their superior, who can do so on behalf of employees in their area of responsibility (by filling in this Servicedesk form) if the employee is not able to make the accident notification themselves.



### Equality, Diversity, Reconciliation

Ask your questions here about these or related topics that concern you as an employee of the University of Vienna



### Contact

Human Resources and Gender Equality department  
1010 Vienna | Universitätsring 1  
| Staircase 8

### You have a request?

Please fill in a contact form (ticket) at the **Servicedesk**.





Here you get directly to the login: [HR & Finance Services \(hrfi.univie.ac.at\)](https://hrfi.univie.ac.at)



Home ▾

Favoriten

Invoices and Travel

Employee Self Service

GUI

<p>Inbox</p> <p> 14</p> <p>Open requests</p>	<p>Outbox</p> <p> 51</p> <p>Processed requests</p>	<p>Time events</p> <p></p>	<p>Servicedesk</p> <p></p> <p>HR &amp; Finance Services</p>	<p>English language Language switch</p> <p>Click here for English</p>
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#### Invoices and Travel

<p>Reimbursements Q-Flow</p> <p></p> <p>Material and travel e...</p>	<p>Servicedesk Q-Flow</p> <p></p> <p>Questions about Q-FL...</p>	<p>Travel requests</p> <p></p>	<p>Travel accounting</p> <p> 0</p> <p>Open deductions</p>	<p>Servicedesk Travel</p> <p></p> <p>Questions about travel</p>
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#### Employee Self Service

<p>Leave Requests</p> <p></p>	<p>Sick Note</p> <p></p>	<p>Homeoffice</p> <p></p>	<p>Working time specification</p> <p></p>	<p>Time records</p> <p></p>
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[LINK](#)

## Staff appraisal (Jahresgespräch)

- **Staff appraisal** = guideline oriented, confidential dialogue between employee and superior
- **Annual talk** with your superior
- **Tasks and goals** in the employment relationship, **cooperation** and **development opportunities** are discussed
- **Preparation sheets/minutes/documentation sheets** (D/E) >>>> [available in the intranet](#)
- **Objective agreements:** talks between deans/heads of units and the rectorate




Preperation sheets for staff appraisal

# Intranet of UniVie: [wiki.univie.ac.at](http://wiki.univie.ac.at)

Questions?:  
[uni.intra@univie.ac.at](mailto:uni.intra@univie.ac.at)

## Willkommen im Intranet der Universität Wien

Uni News Persönliche News



Semesterstart  
Willkommen im neuen Studienjahr!  
01. Okt 2024  
Lehre 3 0



Neue Dekan\*innen im Video: Ziele und Visionen für die kommenden Jahre.  
Fünf neue Dekan\*innen an der Uni Wien  
30. Sept 2024  
Uni News 4 0



Nachbericht zur Lesung  
Einblicke in den US-Wahlkampf: Hannelore Weit...  
02. Okt 2024  
Uni News 1 0



Am 17. Oktober öffnen sich die Türen des Nachhaltigk...  
Open Office Day im Nachhaltigkeitsbüro  
02. Okt 2024  
Nachhaltigkeit 8 0



KI Guidelines für die Lehre (Update und "Guide...  
01. Okt 2024  
Lehre 1 0



Information für Mitarbeiter\*innen  
Gesundmeldung erforderlich  
01. Okt 2024  
Personelles 2 0

- Aktuelle Ausschreibungen für Forscher\*innen
- Themen A-Z
- Hilfe bei Ihren ersten Schritten im Intranet
- Uni-News

### Veranstaltungen

Klicken Sie hier für alle Veranstaltungen 2024

- 03 Okt Guided Reading: KI-Guidelines Lehre  
03.10.2024, 13:00 - 14:00  
REMOTE
- 03 Okt Connect-IT  
03.10.2024, 14:00 - 15:30  
REMOTE

# Intranet Help Community – Home

## u:wiki und das Intranet der Uni Wien

Deutsch English

Employees and students of the University of Vienna as well as persons from outside the University can use the **u:wiki**, a service by the University of Vienna, for jointly working on projects.

The **intranet of the University of Vienna** can also be found in the u:wiki. It serves for internal communication and information exchange among employees.

[u:wiki / Intranet log - in](#)

**You are an employee and need help when logging in to the intranet of the University of Vienna for the first time?**

[User guide for initial log-in to the intranet \(PDF\)](#)

**You need information or support?**


For **questions related to the content** (layout, permissions), please see the [video tutorials](#) and the [documentation](#).

In case of **technical questions** (log-in, u:account), see the [u:wiki information page](#) by the Vienna University Computer Center (ZID) or contact the [ZID Servicedesk](#).



# Working safely – Home

Erstellt von [Ertl Jasmin](#), zuletzt geändert von [Amiri Eraghi Milan](#) am 15. Jan 2024



For a safe coexistence  
Safety at the Workplace  
10. Okt 2023

Working safely Uni News EN

0 0



Fire safety day 2023  
07. Juni 2023

Working safely Uni News EN Working safely



## Information for your safety

Protecting your own safety in the event of amok and terror (PDF Source: BMI)

### Inhaltsverzeichnis

- Information for your safety
- Emergency text messaging for university members
  - Contact persons
- Safety at work
  - Working safely on-site
  - Working safely online
- Safety at the workplace video

# Working together safely - Home

## Topics

### Accessibility

An accessible working environment for both employees and students



### Threats and security

Support in situations of threat with a focus on violence prevention



### Discrimination and bullying

Psychological support, advice and intervention in case of incidents



### Diversity

Offers to promote and raise awareness of diversity



### Health and occupational health and safety

Questions about a healthy working environment and occupational health and safety



### Conflict resolution

Support in challenging conversation situations and conflicts with colleagues



### Problems with supervisors

Challenges and conflicts in the course of preparing and supervising doctoral these



### Issues with regard to academic cooperation

Problems with academic work, plagiarism, author ranking, theft of ideas



### Reconciliation

Offers for pregnant women, parents, carers and self-care as well as for leadership supporting reconciliation of different duties



### Sexual harassment

Psychological support, advice and intervention in case of incidents



### Raising awareness and prevention

Support offers for self-help and strengthening skills (e.g. in dealing with conflicts)



# Overview of counselling offices

<https://wiki.univie.ac.at/display/WSA/Overview+of+counselling+offices>

## Equal Opportunities Working Party

In accordance with section 42 of the 2002 Universities Act, this body provides advice, information and support in matters relating to equal opportunities, advancement of women, anti-discrimination as well as incidents.



## Arbitration Committee

Mediates in cases of dispute between university members (according to section 43 of the 2002 Universities Act) and decides on complaints filed by the Equal Opportunities Working Party



## Culture and Equality

Central point of contact for questions about organisational culture sensitive to matters of diversity and discrimination



## Center for Teaching and Learning

Provides support with regard to questions about higher education didactics and offers advice on teaching and learning



## Center for Doctoral Studies

Contact point for all questions about the doctoral programme at the University of Vienna (procedure, organisation, supervision, continuing education, etc.)



## Occupational Health and Safety

Improving health and well-being at the workplace



## Works Council of the Scientific Staff (German only)

Representation of the economic, social, health-related and cultural interests of the academic staff towards the university management



## Youth Representative Council (German only)

Contact person and contact point for all young employees at the University of Vienna in case of problems or concerns



## Works Council for the General University Staff (German only)

Representation of the economic, social, health-related and cultural interests of the general university staff towards the university management



## Disability representatives (German only)

Representation of the economic, social, health-related and cultural interests of employees with disabilities towards the university management



# Overview of counselling offices

Angelegt von [Stermsek Claudia](#), zuletzt geändert am [19. Apr 2024](#)

On the following pages, you find an overview of the numerous counselling offices that are available at the University of Vienna as points of contact for all university members:

**Sexual Harassment and Bullying Counselling Office**

Confidential counselling service for university members who are affected by or have witnessed sexual harassment and bullying

>

**Occupational Health**

Support for employees who have questions about the topic of health and safety at the workplace

>

**Accessible Studying Team**

Counselling offer for students with impairment(s) and/or illness(es). Provides information about accessible studying to directorates of studies, lecturers and administrative staff

>

**Ethics Committee**

Voluntary assessment of ethical aspects in research projects

>

**Security Management**

Improving health and well-being at the workplace

>

**Threat Management**

Information and assistance in the area of security Support in cases of violence and stalking

>

**Office of the Studienpräses**

Counselling related to study law, provided to directorates of studies, SSC, students and lecturers

**Occupational Psychology**

Support for employees with regard to mental health

**Ombuds Office for Ensuring Compliance with Good Academic Practice of the University of Vienna**

Counselling on and handling of allegations of academic misconduct

**Conflict Resolution Counselling Office**

Provides information and support in conflicts and difficult conversations



## Doctoral Schools at the University of Vienna

The Vienna Doctoral Schools provide excellent conditions including team supervision and various funding possibilities that allow realizing international competitive research. In the Doctoral Schools, doctoral candidates will find an active and inspiring research environment, a vibrant PhD community and many ways to connect with peers from home and abroad on a social and professional level.

LINK

- [Advanced Research School in Law and Jurisprudence](#)
- [Vienna Doctoral School of Historical and Cultural Studies](#)
- [Vienna Doctoral School of Philosophy](#)
- [Vienna Doctoral School of Social Sciences](#)
- [UniVie Doctoral School Computer Science](#)
- [Vienna Doctoral School in Physics](#)
- [Vienna Doctoral School in Chemistry](#)
- [Vienna International School in Earth and Space Sciences](#)
- [Vienna School of Mathematics | Joint Doctoral School mit der TU Wien](#)
- [Doctoral School Microbiology and Environmental Science](#)
- [Vienna Doctoral School of Ecology and Evolution](#)
- [Vienna Doctoral School of Pharmaceutical, Nutritional and Sport Sciences](#)
- [Vienna BioCenter PhD Program, joint doctoral school of the University of Vienna and the Medical University of Vienna](#)
- [Vienna Doctoral School in Cognition, Behavior, and Neuroscience - from Biology to Psychology and the Humanities \(CoBeNe\)](#)
- [Vienna Doctoral School of Theology and Research on Religion](#)
- [Vienna Doctoral School in Education](#)
- [Oskar Morgenstern Doctoral School \(OMDS\)](#)
- [Doctoral School of Philological and Cultural Studies – PhilCult](#)