Welcome to University of Vienna!

Mag. Anna Huemer, MA – Human Resources Development
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 programme / Competence-oriented further education

- Overview in the Intranet >>> Link to the Course data base (Kursdatenbank) >>> Registration
- Free of charge, participation in coordination with superior, counts as work time
- Mainly webinars and mix of presence and online trainings (20%-80%)
- Starting summer semester 2023: 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: elisabeth.frysak@univie.ac.at

https://kursdatenbank.univie.ac.at/start.html
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
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: personalentwicklung@univie.ac.at
Recruiting

- **New Tool** (Start 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:**
wiki.univie.ac.at/display/REC/Recruiting+Knowhow+Portal

**Contact:** jobs@univie.ac.at
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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
Human Resources Development & Recruiting

Head: Jutta Wieltschnig

You can find us:
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