

# 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 programm / 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](mailto:personalentwicklung@univie.ac.at)

## Ihr Recruiting Team:



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

## 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](https://wiki.univie.ac.at/display/REC/Recruiting+Knowhow+Portal)

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

Recruiting planen

Stellen  
ausschreiben

Bewerber\*innen  
auswählen

Zusagen, Absagen  
& Anstellung



Recruiting Tool



Unterstützung &  
Beratung



Employer  
Branding im  
Recruiting



Social Media  
Recruiting

WOLFGANG W., IT

HAS A MIND OF  
HIS OWN.

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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

WEITERENTWICKLUNG PERSPEKTIVE  
QUALIFIKATIONEN & MASSNAHMEN  
AGENDEN KARRIERE INDIVIDUELL  
ERFOLGREICHE VERWIRKLICHUNG  
WORK-LIFE-BALANCE AUSSTATTUNG  
ÄNDERUNGSWÜNSCHE & FEEDBACK  
KONTAKTE GESPRÄCH FORSCHUNG  
KLARHEIT ENTSCHEIDUNG DIALOGUE  
INFORMATIONEN UNTERSTÜTZUNG  
ZUSAMMENARBEIT TEAM AUFGABEN  
ZIELE ENTWICKLUNGSPERSPEKTIVEN  
PRIORITÄT SCHWERPUNKTE RAHMEN  
**Vorbereitungsbogen** ARBEITSAUFGABEN  
**Jahresgespräch** KOMPETENZ RESSOURCE  
für MitarbeiterInnen des wissenschaftlichen Universitätspersonals

Preperation sheets for staff appraisal



Team Human Resources Development & Recruiting, September 2021

## Human Resources Development & Recruiting

Head: **Jutta Wieltschnig**

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