Welcome to University of Vienna!

Anna Huemer, 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 program / 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, from winter semester 22/23 onwards: 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

- **Job Center** (Starting March 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

  Starting in fall 22: **Recruiting Knowhow / Intranet**

  **Contact:** jobcenter@univie.ac.at
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:

Alte WU, Augasse 2-6, Trakt A / II, 1090 Wien

Office & seminars, from 2022/2023 onwards:
Universitätsring 1 / Stiege 10 / Hochparterre, 1010 Wien

Contact: personalentwicklung@univie.ac.at