

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 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**, 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

JOB @ UNI WIEN



Unterstützung in
der Bewerber*innen-
kommunikation

TEILZEIT (20 Wochenstunden) | Personalentwicklung

Example LinkedIn Recruiting

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

WEITERENTWICKLUNG PERSPEKTIVE
QUALIFIKATIONEN & MASSNAHMEN
AGENDEN KARRIERE INDIVIDUELL
ERFOLGREICHE VERWIRKLICHUNG
WORK-LIFE-BALANCE AUSSTATTUNG
ÄNDERUNGSWÜNSCHE & FEEDBACK
KONTAKTE GESPRÄCH FORSCHUNG
KLARHEIT ENTSCHEIDUNG DIALOGE
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**

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