

HUMAN RESOURCES (HR) OVERVIEW

The post-doc employee 'life cycle'

1. Induction
2. Probation
3. Staff Review and Development (SRD)
4. Fixed Term and Open Ended Contracts
5. HR Policies and HR services

INDUCTION

Induction - Aims

To integrate new employees effectively into and across Institute/ Department/ Organisation:

- gives understanding of the University and its policies and procedures as well as specific Department / Faculty / Institution they are working in.
- ensures greater understanding of the role
- enables you to demonstrate skills and abilities – helping ensure suitability to the role

Induction

What it should include:

- Introductions to colleagues/workplace
- Formal responsibilities of the job & standards required
- Practical issues including health and safety
- Line management, support and monitoring
- Training
- Potentially assigning a mentor
- General University induction event

Induction – Guidance/Documentation

- HR Induction weblink:

<http://www.induction.admin.cam.ac.uk/>

HR24 - Employee Induction Checklist – for the new employee to use

<https://www.hr.admin.cam.ac.uk/forms/hr24-employee-induction-checklist>
(Raven)

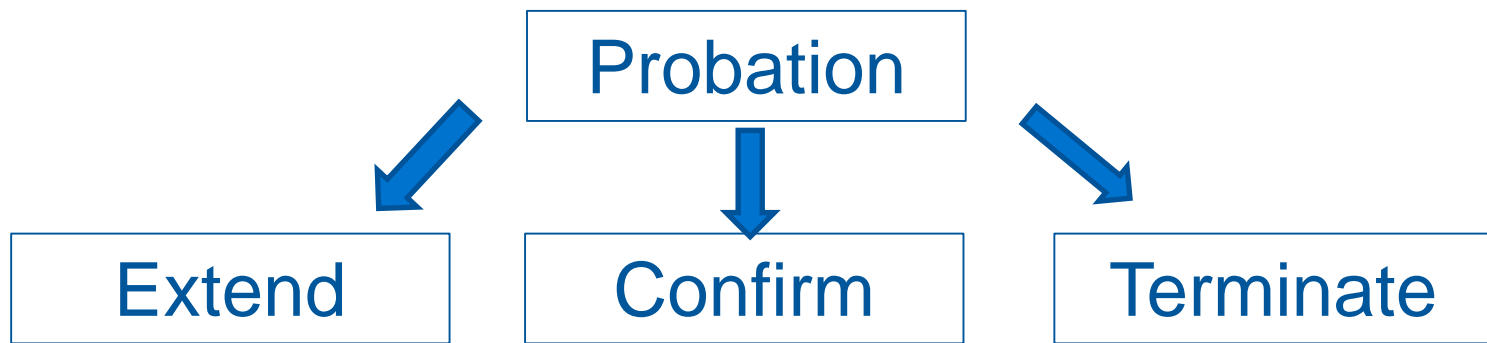
HR22 - Induction Planning Checklist – for those responsible for induction to use:

<https://www.hr.admin.cam.ac.uk/forms/hr22-induction-planning-checklist>
(Raven)

Checklists contain weblinks for training and development (PPD) & online training (Equality and Diversity, Induction and Health and Safety)

PROBATION

What does your contract say about your length of probation?



Probation - Purpose

- Aim – to assess and review employees performance, capability, and suitability for the role
- Can help determine success
- Still important for those transferring roles within the University
- Provides immediate feedback

Probation – Progress meetings

- Purpose is two-fold: identify progress and any steps taken to resolve any difficulties
- Should occur at appropriate intervals/ diary
- Reviews should be constructive, helpful and positive
- Unsatisfactory performance – outline specific concerns, improvements needed, how will these be achieved?
- Reviews must be documented
- Formal Review – employee may be accompanied by trade union representative or work colleague

STAFF REVIEW AND **DEVELOPMENT**

Career Management Process

Career Management Process (CMP)

- The reviewer will be specified in the Institution's scheme and will normally be the Head of Department or their nominated representative (i.e. line manager/ supervisor/ PI)
- Purpose – to enhance work effectiveness and facilitate career development
- What should CMP include?
 - ➔ Positive, constructive feedback; action; training needs; identification of difficulties / obstacles; balancing needs
- 3 key stages – preparation, discussion, recording
- **All staff** should be included in their Institutions SRD/CMP scheme

FIXED TERM AND OPEN ENDED CONTRACTS

- Fixed Term staff have the same right to induction, training and appraisal (Career Management Scheme) as permanent staff
- The University has clear guidance on the use of fixed term and open ended contracts: <http://www.hr.admin.cam.ac.uk/policies-procedures/guidance-use-fixed-term-and-open-ended-contracts>
- When staff are coming to the end of their fixed term they should be contacted by either their PI or Institute Administrator in order that they can be consulted about their options and given support in finding alternate employment if no further funding is available.
- All staff should be given formal notice in line with their contract of employment

HR POLICIES AND HR SERVICES

Other useful policies and processes

- General contracts and recruitment advice can be found here: <https://www.hr.admin.cam.ac.uk/recruitment-guidance> and then the 'Unestablished and Research' hyperlink will take you to a generic contract copy.
- Sickness Absence Policy <https://www.hr.admin.cam.ac.uk/policies-procedures/sickness-absence-policy>
- Research Staff Guide, which contains all information on Leave Arrangements: <https://www.hr.admin.cam.ac.uk/hr-staff/information-staff/contract-research-staff>
- General HR Policies and Procedures: <https://www.hr.admin.cam.ac.uk/policies-procedures>

- There are designated HR Schools Teams that all staff can contact if they have any queries:
<https://www.hr.admin.cam.ac.uk/contact-us>
- Returning Carers Scheme
- Termly Research Contribution Exercise
- PPD: <https://www.ppd.admin.cam.ac.uk/>
- Family Friendly Policies: Maternity, Adoption, Paternity, Shared Parental Leave (SPL)

Any Questions/ Comments

