

HRS4R – Human Resources Strategy for Researchers

Action Plan European Charter & Code for Researchers

Topic No. Charter & Code	Project / Goal / Measures / Status	Responsible	2015	2016	2017	2018	2019	2020
HR Strategy	Establish own Chapter for HR		Yellow	Yellow	Green	Green	Green	Green
23	2016: Swiss Federal Council sets generic goals in the field of HR to be implemented in the strategy of the ETH-Domain. 2016: HR contributes with an own chapter for strategy of the ETH-Domain 2017-2020. HR initiatives are embedded in the company strategy of Empa (Empa Development Plan 2017-2020). Focus on the three areas: 1. attract, hold and develop staff at every age 2. strengthen leadership culture and diversity 3. improve quality and culture of interdepartmental cooperation 2017+: implementation of the strategy at federal, ETH-Domain and institute level	ETH Board, Directorate, Head HR						
Research Quality	Evaluation of Research Units		Blue	Blue	Blue	Blue	Blue	Blue
1	Every research unit is being evaluated at least every eight years through external experts. The evaluation covers past achievements (last 5 years) as well as an outlook on the future developments (plus 5 years).	Directorate						
Participation	Committee for Equal Opportunity		Yellow	Yellow	Green	Green	Green	Green
35/27	The committee works with four-year-cycles 2012: Action plan for 2012-2016 2014: Winner of the 'PRIXBALANCE'. 2016: Member of the International Dual Career Network IDCN 2017: Action plan for 2017-2020	Steering Committee for equal opportunity (SCC)						
Safety	Integrated Safety		Red	Yellow	Yellow	Green	Green	Blue
7	2015: New security organization 2016+: Start Revision of the Safety Handbook <ul style="list-style-type: none"> Consolidating of the decentral safety rules Evacuation plans, alert plans 	Risk Management						
Salary	Evolution of Salary System		Red	Yellow	Green	Green	Blue	Blue
10	2006: New salary system established. 2015: External audit of salary system and practices with overall excellent results in equal pay, performance differentiation and cooperation employees-line managers-HR department. 2016: Smooth evolution of salary systems.	ETH Board, Directorate, Head HR						
Recruiting					Green	Green	Green	Green
13	We refer to the OTM-R principles and all scientific job vacancies are published in English on the EURAXESS portal.							
Development	Career Support for PhDs and Postdocs		Red	Yellow	Green	Green	Green	Green
25/30/38/39	2015: Conception of a seminar for young academics to support their career 2016: Establish a program for PhD-Students and Postdocs: <ul style="list-style-type: none"> General aspects of the labor market and impacts on the application strategy Convincing application documents and industry expectations 	Empa Academy Head HR						

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	<ul style="list-style-type: none"> Job interview training including methods to answer difficult questions Strategic process planning and contractual obligations 							
	Career Check							
25/30/38/39	2016: Launch of a program named "Career Check" for senior employees between 40 and 50 years. Within the framework of the human resources development EMPA offers a three-stage seminar. <ul style="list-style-type: none"> Career analyzing, matching with interests, opportunities and trends Developing a vision for the future and defining measures Individual coaching and design of the own career 	Head HR						
	Management Training							
30	The 'Management Training Program' is an ongoing process based on 4 modules. Every second year the contents will be adjusted: <ul style="list-style-type: none"> Management Basics HR-Processes → Recruitment Leadership Forum Team Management and Development 	Directorate Head HR						

Key

	Detection of issue/analysis or relevant input to change existing procedures
	Development of action plan
	Implementation of actions
	Evaluation and continuous improvement process