HUMAN RESOURCES (HR)
OVERVIEW

What do post-docs need to know….?
The post-doc employee ‘life cycle’

1. YOUR CONTRACT!
2. INDUCTION
3. PROBATION
4. STAFF REVIEW AND DEVELOPMENT (SRD)
5. FIXED TERM AND OPEN ENDED CONTRACTS
6. AOB incl. policies and HR services

This list is not exhaustive!
Employee Lifecycle 1 ...

- Job offer
- Contract
- Induction
- Probation
  - Extend
  - Confirm
  - Terminate
...Employee Lifecycle 2

Set goals

Coach, delegate, support, feedback

Performance review
To integrate new employees effectively into/ 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
- Helps build first good impression.
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 – Who is responsible?

- Head of Institution
- Actual responsibility delegated to the Departmental Administrator / Principal Investigator / Line Manager / Supervisor / Team Leader.
- Ensure regular progress meetings / discussions are scheduled.
Induction – Guidance/Documentation

• HR Induction weblink:

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

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

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

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

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

Checklists contain weblinks for training and development (PPD) & online training (Equality and Diversity, Induction and Health and Safety)
Why is induction so important?

Helps form first impressions. Gives new staff members an understanding of the University and its policies and procedures as well as the specific Department / Faculty / Institution they are working in.

What are the benefits of an effective, well managed induction?

- Increase effectiveness and productivity
- Enable the staff member to demonstrate skills and abilities – helps ensure suitability to the role
- Helps build positive relationships
- Prevents an employee being ill informed – everyone is clear from the outset of what is expected
- Promotes the Department / Faculty / Institution in a positive light – reputational impact
Employee Lifecycle

What does your contract say about your length of probation?

Probation
- Extend
- Confirm
- Terminate
Probation - Purpose

• HoD (delegated authority) responsible for managing staff probation?

• Formal Arrangement – *refer to your contract*
  ➢ 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

• What are the potential outcomes?
STAFF REVIEW AND DEVELOPMENT
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
- What are the benefits of CMP?
- All staff should be included in their Institutions SRD/CMP scheme
Stages of the Review Process

1) **Preparation** – Staff member to think about successes, difficulties.

What are your personal and professional plans? Are there any obstacles that may need to be removed in order for you to achieve these? Training needs?

Arrange a date for review, assess progress, what does the staff member need to bring (C.V., list of duties etc).

2) **Discussion** – Review meeting between staff member and reviewer.

Discuss training and development needs; two way open discussion; meeting can take place external to Institution, conversation can be kept confidential.

3) **Recording** – Achievements, training / development needs, agreed targets recorded.

Formal record will be used at subsequent review meeting.
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](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.
Useful policies and processes

- Probation Policy [https://www.hr.admin.cam.ac.uk/policies-procedures/probationary-arrangements](https://www.hr.admin.cam.ac.uk/policies-procedures/probationary-arrangements)
- Sickness Absence Policy [https://www.hr.admin.cam.ac.uk/policies-procedures/sickness-absence-policy](https://www.hr.admin.cam.ac.uk/policies-procedures/sickness-absence-policy)
- End of Fixed Term Contracts [https://www.hr.admin.cam.ac.uk/policies-procedures/ending-fixed-term-contracts](https://www.hr.admin.cam.ac.uk/policies-procedures/ending-fixed-term-contracts)
- General contracts and recruitment advice can be found here: [https://www.hr.admin.cam.ac.uk/recruitment-guidance](https://www.hr.admin.cam.ac.uk/recruitment-guidance) and then the 'Unestablished and Research' hyperlink will take you to a generic contract copy.
- Research Staff Guide, which contains all information on Leave Arrangements: [https://www.hr.admin.cam.ac.uk/hr-staff/information-staff/contract-research-staff](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](https://www.hr.admin.cam.ac.uk/policies-procedures)
In the first instance, contact your Institutional Administrator or Departmental HR, or HR Schools Team to discuss any concerns that you have.

- Grievance Policy
  
  https://www.hr.admin.cam.ac.uk/policies-procedures/disciplinary-action-grievances-and-appeals-0

Dignity at Work Policy

http://www.admin.cam.ac.uk/offices/hr/policy/dignity/

- Misconduct in Research Policy

http://www.hr.admin.cam.ac.uk/policies-procedures/misconduct-research
SPECIFIC HR SERVICES FOR YOU.....

• 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

• Family Friendly Policies: Maternity, Adoption, Paternity, Shared Parental Leave (SPL).

• Returning Carers Scheme

• Termly Research Contribution Exercise

• PPD: https://www.ppd.admin.cam.ac.uk/
Any Questions/ Comments