

Welcome Apéro 2020

Human Resources Office

The Human Resources Office of the University of Bern provide support to employees and supervisors on all employment-related issues. We administer the payroll for all employees and provide the relevant tools for HR management.

The University of Bern employs around 7,350 people in full-time and part-time positions. The HR office offers advice on all questions related to your employment. We also administer the university payroll for all employees, give advice on legal matters and organise work permits for employees from abroad.

We also provide the relevant administrative tools for HR management and maintain the web-based HR information platform as well as the online job portal.

Human resources management

- Salary and human resources administration for all university employees
- Advice on legal issues related to the employment at the university
- Information and advice on questions relating to social security insurances
- Administrative work related to prolonged absences (illness, accident, maternity, vacation, military reserve duty or community service)
- Registrations and permits for non-Swiss employees
- Time management

Administrative toolkit

- Forms and explanatory fact sheets on human resources administration
- Online job portal *Stellenangebote der Universität Bern*
- Web-based information platform for HR administration
www.personal.unibe.ch
- Standardized processes for HR administration
<https://prozesse.unibe.ch/>
- Advice and consulting for supervisors and staff responsible for HR in the departments and institutes

Consulting

- Consulting on actions affecting human resources and management
- Consulting on human resources planning
- Consulting on human resources development, including performance appraisals
- Management seminars

Projects

- Continuing development of management tools

We are happy to answer any questions you may have! info@pers.unibe.ch