



Information meeting

DD MM YYYY

- Review of situation regarding closure or restructuring of unit
- Legal bases
- Responsibilities of employer/unit and employee
- Support measures
- Questions & answers

Review of situation regarding closure or restructuring of unit

- The retirement of Professor / Head of unit **XXXXX** will result in the termination of the unit's activities as from **XXXXXXXXX**.
- The termination of the activities of the unit **XXXX** will result in the elimination of the positions of staff employed in this unit.
- Consequently, **XXX** permanent contract positions will be eliminated and **XXX** fixed-term contract positions will not be renewed upon expiry.
- This decision was validated by the Direction at their meeting of **XXXXX** (**optional where necessary**).

Legal bases

The following legal provisions apply:

- OPers-EPF (article 21; RS 172.220.113)
- Plan Social pour le domaine des EPF (LEX 4.6.0.2)
- Closing inventory procedure for the departure of a Head of unit or closure of a unit (LEX 4.1.2)

Responsibilities of employer / unit

- In the event of restructuring, EPFL's Human Resources assists the employee in their search for another suitable position, without however being under any obligation to guarantee a result.
- Definition of a suitable position, according to the *Plan social*:
“A suitable position is considered as one that satisfies the criteria of the maximum salary difference and journey time mentioned in the Annex to the Plan Social “

Responsibilities of employer / unit (contd.)

You will be assisted by Human Resources in your search for employment both within EPFL and externally within the framework of the support measures offered.

You will benefit from, amongst other things, the following measures:

- Possibility of continuing your employment at EPFL in a reasonably acceptable position
- Possibility of retraining and professional development

The aim of the support measures is to avoid the termination of employment.

Responsibilities of employer / unit (contd.)

- Write a provisional reference and possibly a letter of recommendation to be given to employees one year before the closure of the **laboratory/unit**.
- Libérer du temps pour la recherche d'emploi du collaborateur·rice ou de formation à convenir avec le ou la responsable de l'unité.
- Rédiger et remettre un certificat de travail définitif au collaborateur lors de la fermeture du **laboratory/unit**.

Support measures

- Human Resources (RRH) and Talent Management (TM) collaborate closely with you to support you in your new career objectives and job search activities within EPFL.
- We wish to establish a partnership with you and expect you to immediately start playing an active part in creating your professional future.



Support measures (contd.)

Individual support can include, amongst other things:

- Individual interview and review of your situation
- Exchange and dialogue to define your career objectives
- Job search strategy (within & outside EPFL)
- Training in job search techniques
- How to activate your network on-campus events, small world theory, etc.

Support measures (contd.)

- Updating of CV, LinkedIn profile
- Drafting of provisional reference
- Assistance with the use of job search tools and professional social networks
- Preparation for interviews (covering letter, interview simulation, elevator pitch, etc.)
- Training to improve employability (languages, CAS, project management, etc.).

Activating your network

EPFL Événements sur le campus EPFL 45

Accessible et focalisé...

Call for Presentations and Posters
January 27-29, 2020

Applied Machine Learning Days
25-29 janvier 2020

FORWARD FORUM DE L'INNOVATION POUR LES PME

stil SALON DES TECHNOLOGIES ET DE L'INNOVATION DE LAUSANNE

Abonnement pour une e

Revenez pour chercher du travail

EPFL Théorie du "petit monde" 13

- La théorie du « petit monde » Stanley Milgram (1967): « Il existe une séparation entre deux citoyens totalement aléatoire ».



Revenez pour chercher du travail

254 x 143 mm

EPFL Elevator Pitch 28

Regle des 4 C :
Clair – Court – Cohérent – Crédible
La parole est un sport de combat, Bertrand Périer

Seulement 90 secondes pour « raconter votre histoire »

- Le cadre: professionnel uniquement (votre CV)
- La forme: 7 - 8 phrases qui expliquent de manière concise ce que vous faites et ce que vous pourriez apporter à l'entreprise cible (pour résoudre des problèmes, innover, améliorer la qualité, etc.)
- La démarche: vous devez attirer l'attention de votre interlocuteur dans les 10 premières secondes.
- Le comportement non-verbal: envoi également un message à l'interlocuteur (gestes, expressions faciales, posture).
- Essayez de rester calme, de bien respirer, de parler sans précipitation et distinctement. Utilisez des exemples concrets et un langage descriptif (pas trop technique).

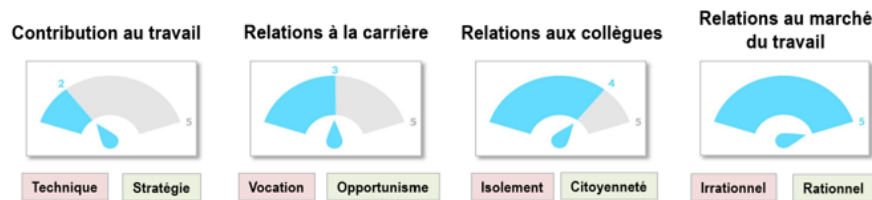


Revenez pour chercher du travail

Successfully developing your professional project

Stratégies de recherche d'emploi – point-clé #3


3. Nos croyances influencent nos chances de succès



Selon nos croyances («schémas cognitifs»), nous allons inconsciemment construire une stratégie de recherche d'emploi qui aura plus ou moins de succès (Prof. J. Pralong)

Le CV – En-tête et résumé des points forts

(En-tête)
Albert Einstein
 25 Rue de la Paix
 1001 Lausanne
 ++41 +21 693 5051
 albert.einstein@bluewin.ch



Points forts

-
-
-

• Spécialiste traitement du signal multimodal
 • PhD EPFL + diplôme postgrade en management
 • Orienté international. Anglais courant

I am looking for employment in the fields of **electronics, microelectronics and audio engineering**. I am an open-minded person with international experience and my **language skills** suggest assignments in a multinational environment

Objectif: obtenir un premier poste en ingénierie électrique

En-tête

- Prénom et nom, adresse, téléphone et e-mail (pas epfl), comme pour une correspondance + lien vers le profil LI
- Il vaut mieux mettre les autres informations personnelles (état civil, âge...) en fin de CV
- Évitez les adresses e-mail fantaisistes (e.g. king_bozo@2kew4u.com)

Points forts

- Un résumé **percutant** qui permet de se souvenir de vous.
- A **personnaliser** à chaque candidature !
- Peut être combiné avec un objectif de carrière, à condition que cela aide le recruteur à mieux vous cibler (cf. exemple 2). Ne pas faire figurer d'objectif sans les points forts (ex. 2)

Les pratiques du recrutement- les processus (suite)

Déjà été interviewé par une intelligence artificielle ?



'HireVue has a platform that simplifies the job interviewing process. The most common use of that is what we call an on-demand interview where employees create a set of questions. Candidates respond on video, and then we use artificial intelligence algorithms to evaluate their performance and then we analyze the interview and predict their performance, based on the interview.'

The machine is going to look at **25,000 different features and complex relationships** between those. It might see things that I'm not able to see.'

Loren Larsen - Chief Technology Officer at HireVue

Responsibilities of employee

- You contribute towards easing the social impact of restructuring by active cooperation and taking personal initiatives linked with your career objectives.
- You are required to actively participate in job search efforts both inside and outside the EPF Domain.
- You must also keep a record of your personal efforts, together with supporting documents.



Your key contacts

Your HR Manager: **Name Surname**

- 021 693 **XX XX**

Your Talent Manager: **Name Surname**

- **name.surname**@epfl.ch
- 021 693 **XX XX**

Q & A

Annex: Reverse planning

