Meeting Agenda

- 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 xyyyyyyyy.
- 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 xyyyyy (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

Evénements sur le campus EPFL

Forward - Salon des Technologies et de l'Innovation pour les PME

Théorie du "petit monde"

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

Elevator Pitch

Seulement 90 secondes pour « raconter votre histoire »

- Le cadre: professionnellement et votre CV.
- La forme: 7-8 phrases qui expliqueraient 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 envoie également un message à l'interlocuteur (gestes, expressions faciales, posture).
- Essayez de rester calme et bien respirer, de parler sans précipitation et distinctement. Utilisez des exemples concrets et un langage descriptif (pas trop technique).
Successfully developing your professional project

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

3. Nos croyances influencent nos chances de succès

- Contribution au travail
- Relations à la carrière
- Relations aux collègues
- Relations au marché du travail

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)

Les pratiques du recrutement - les processus (suite)

Dejà été interviewé par une intelligence artificielle ?

"HireVue has a platform that simplifies the job interviewing process. The most common use of that tool is what we call an on-demand interview where employers 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 that might give things that I'm not able to see." - Larsen 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

- **24 MONTHS**
  - Confirmation of Unit Closures
  - Information to Employees and Application of Plan Social
  - Support of Unit's Employees by HR

- **12 MONTHS**
  - Assessment of Situation / Continuous Support by HR / Internal Transfers

- **6 AND 4 MONTHS**
  - Sending of Letters Concerning Draft Contract Termination and Final Decision Regarding Contract Termination

- **0 MONTHS**
  - End of Process