

HR Information

— for PhD students
and Postdocs





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Welcome to the Paul Scherrer Institute!

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«Grow up from a trainee (PhD) into
an independent researcher to be able to
finally become a mentor»

Francesco Marafatto,
Postdoc, NES

«Do your best to establish an effective
two-way communication with your supervisor»

Kathrin Ebner,
PhD CEE

«Keep the focus on milestones and achievements in a professional and friendly environment»

Daniele Pergolesi,
Senior Scientist, CNM/CEE

As is the case for all new employees, you will have received a number of documents for your orientation. This brochure is intended to provide some initial information on your employment cycle as PhD student or Postdoc candidate highlighting some key milestones. Store the brochure in your drawer and have a look at it from time to time. You will also find it published on the intranet page of PSI.

You will enjoy a high degree of personal responsibility regarding your tasks and your professional and personal development. As an employee to PSI, you are bound to keep confidentiality about every project and information about projects you will receive or get access to.

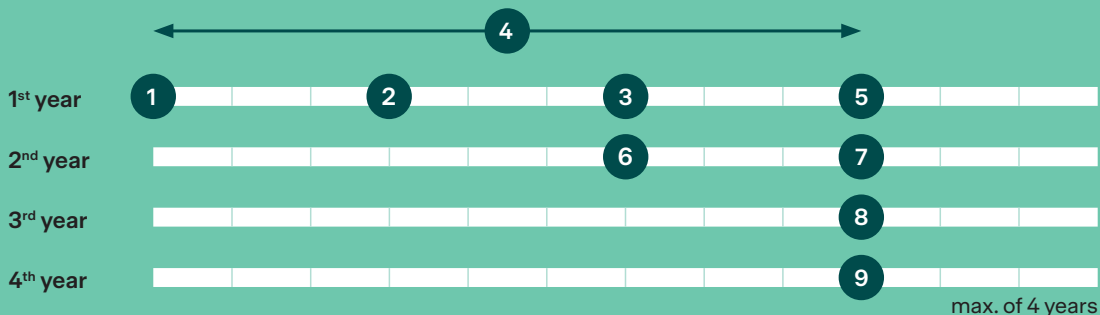
Contracts and legal rules signed by your superiors do also apply to you. Most of the information is not confidential. Reach out to your supervisor and ask for regular meetings and feedback. Your initiative to seek opportunities for development at work, but also with the PSI education center, is very welcome. To get more details and an even better overview, have a look at the helpful links and the checklist at the end of this leaflet.

We highly appreciate that you have chosen to do the next step of your research career with PSI. We do our best to offer the support you need to be successful in your research and your personal development. Your supervisor acts as your main contact person, nevertheless there are many more hands available that are helpful.

Congratulations on beginning your research position at PSI. We hope that you will experience PSI as a supportive and stimulating environment for your career and that you will benefit from its outstanding research, technical and administrative staff, facilities and instrumentation. Your work will be an important contribution to our portfolio and will help PSI to meet its strategic goals.

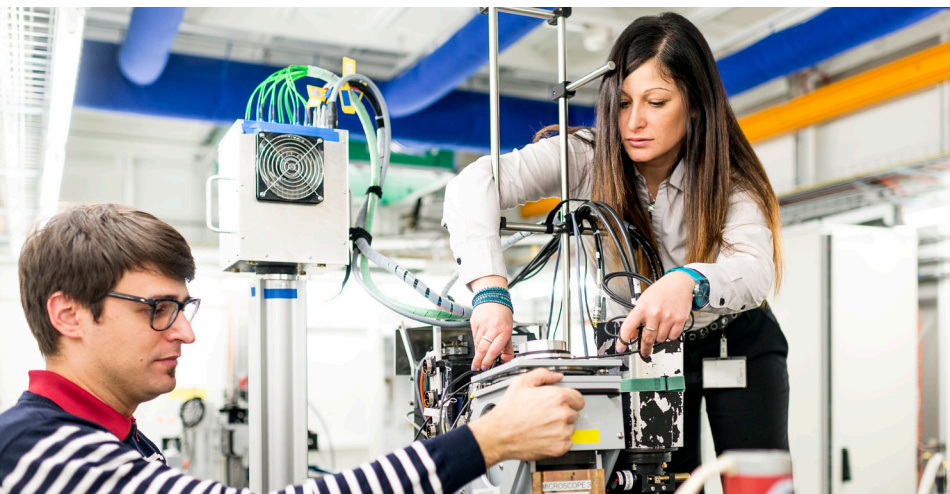


Employment cycle for PhD students – key milestones



- 1 Start of employment**
You start your employment by attending our Welcome Day. Within your first working week the PSI Career Center will provide useful tips and tricks by email (“Welcome Mail”).
- 2 End of three-month trial period**
Your line manager will hold a meeting with you to evaluate your trial period.
- 3 End of the official six-month induction period**
You will receive an induction report, in which you can assess the induction period. The report will be viewed by the line managers.
- 4 Compiling a research plan**
Within nine months, you will prepare a research plan in cooperation with your supervisor in line with the university regulations. To facilitate the process PSI provides a template of the research plan.





5 Annual progress review three months before the end of the first-year-contract

Your line manager will conduct the annual progress review with you on the following topics:

- assessment of your skills by line manager
- stipulation of development measures
- career development after dissertation
- your evaluation of the support from your line manager
- stipulation of tasks for the following employment year based on the research plan. You will also discuss the extension of your employment by two years with your line manager.

6 Education course on Research Integrity

You are required to attend all three parts within the first 18 months of your employment. Part 2 requires your presence in a face-to-face course, part 1 and 3 are web-based eLearning units. This course is offered twice a year.

7 Annual progress review three months prior to the end of the second PhD year

Your line manager will conduct the annual progress review with you on the topics listed in Section 5.

8 Annual progress review three months prior to the end of the third PhD year

Your line manager will conduct the annual progress review with you on the topics listed in Section 5, albeit with a greater focus on career development. You will also discuss the planning for completing your dissertation and a potential final extension of the post with your line manager.

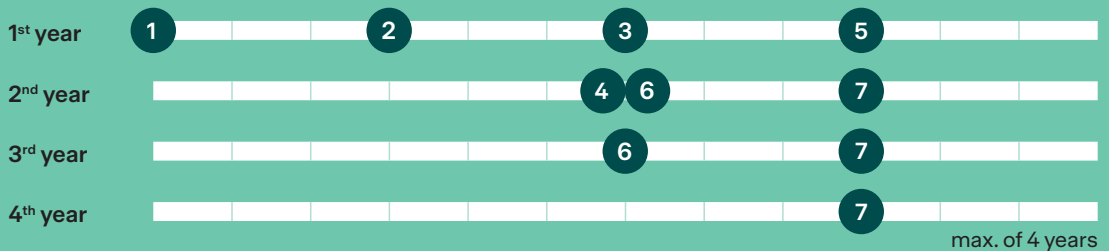
9 Annual progress review and exit interview three months prior to departure

The employment contract as PhD student will end after a maximum of four years. You will conduct the annual progress report and exit interview with your line manager on the following topics:

- evaluation of your skills
- career options
- your final evaluation of your PhD years at PSI

Between the aforementioned milestone meetings, you will be in regular contact with your reference person to help your dissertation to progress. It is important for you to request the necessary meetings with the relevant reference person (line manager, supervisor etc.) under your own steam.

Employment cycle for Postdocs – key milestones



- 1 Start of employment**
You start your employment by attending our Welcome Day. Within your first working week the PSI Career Center will provide useful tips and tricks by email (“Welcome Mail”).
- 2 End of trial period after three months**
Your line manager will hold a meeting with you to evaluate your trial period.
- 3 End of the official six-month induction period**
You will receive an induction report, in which you can assess the induction period. The report will be viewed by the line managers.
- 4 Education course on Research Integrity**
You are required to attend part 1 of this course within the first 18 months of your employment. It is a web-based eLearning unit. Part 2 and 3 are voluntary. This course is offered twice a year.

5 Annual progress review three months before the end of the first year

Your line manager will conduct the annual progress review with you on the following topics:

- assessment of your skills by line manager
- stipulation of development measures
- career development after postdoc
- your evaluation of the support from your line manager
- stipulation of tasks for the following employment year based on the research project

6 Interview with line manager six months prior to expiration of contract

You will discuss a potential extension of the job or the planning for the completion of the research project and your departure at the end of the contract with your line manager.

7 Annual progress review and exit interview three months prior to departure

The employment contract as Postdoc will end after a maximum of four years. You will conduct the annual progress report and exit interview with your line manager on the following topics:

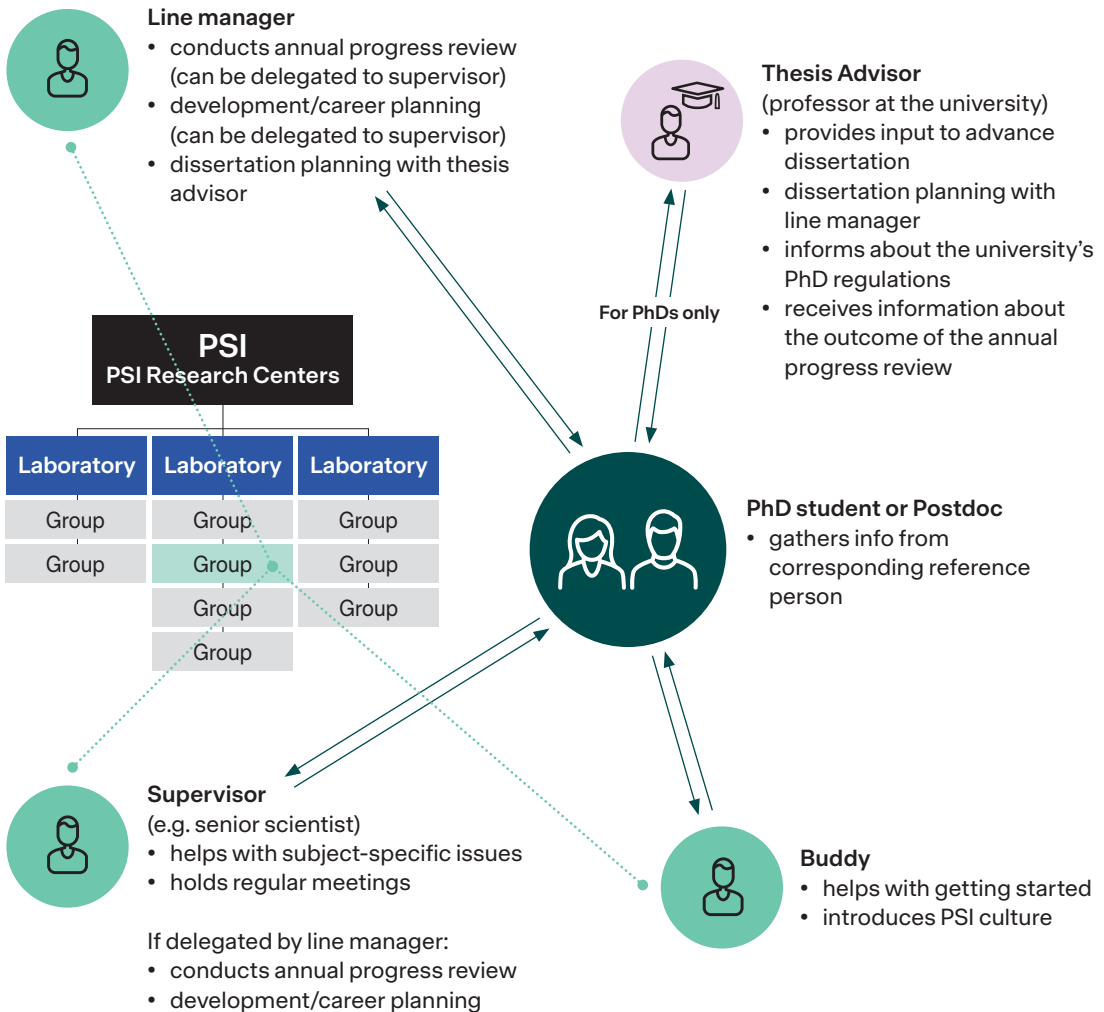
- evaluation of your skills
- career options
- your final evaluation of your postdoctorate years at PSI

Between the aforementioned milestone discussions, you will be in regular contact with your reference person to help your research project to progress. It is important for you to request the necessary meetings with the relevant reference person (line manager, supervisor etc.) under your own steam



Reference people / responsibilities

During your employment, you may have various reference people. It is important for you to know the various responsibilities right from the outset. We show you a typical set-up below. Variations are possible and must be communicated transparently between the stakeholders.



May we offer you some advice...



Information is key
ask around, let your network grow and stay on top of things.



Draw attention to experience and skills
there's an Academy right around the corner.



Reach out for help
there are so many helping hands around.

Helpful links

- PSI "survival guide": Welcome @PSI | PSI | PSI Intranet: <https://intranet.psi.ch/en/psi/welcome-at-the-paul-scherrer-institut>
- PSI PhD & Postdoc Association: PhD & Postdoc Association | PhD & Postdoc Association | PSI Intranet: <https://intranet.psi.ch/en/phd-association>
- Website PSI Career Center: PSI Career Center | Bildungszentrum | PSI Intranet: <https://intranet.psi.ch/en/bz/psi-career-center>
- Website PSI Education Center: <https://www.psi.ch/en/bz>
- Website HR contacts: Mitarbeitende / Kontakt | Personalmanagement | PSI Intranet: <https://intranet.psi.ch/en/hr/mitarbeitende-kontakt>

Checklist

- I know and have met my reference people (thesis advisor, line manager, supervisor, buddy...)
- I have received my induction schedule and know which meetings I am expected to attend and what to prepare for those meetings
- I know my tasks I have to perform during the 3-months trial period
- I know the date of the course on Research Integrity I will attend and have informed my line manager
- I know the requirements for compiling a research plan
- I know and understand the annual progress review

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