

THE HR TIMES

Department of Veterinary Medicine - January 2016

HAPPY NEW YEAR!!
from Professor James Wood

I would like to welcome you all back and wish you all a Happy New Year.

I would like to take this opportunity to thank each and every member of the Department for their hard work and contribution during 2015. As always, it was a busy year that brought both achievements and challenges to the Department, which gives us the chance to reflect on the commitment and dedication we see here every day.

We have recently had several successes in exams and Fellowships so congratulations to those who have got through those important milestones. This also highlights the supportive environment of the Department in regards to training and development, something we are keen to see develop for many years to come.

This next year will be equally as busy and I look forward to working with you all and also welcoming new members joining the Department in 2016.

James Wood

Updates

Induction for new starters

The HR team have been doing a lot of work on the induction process to enhance the first impressions and experience for new starters to the Department.

A few of the new things we have implemented include:

- Sending out information to individuals before their start date. This includes information on the West Cambridge Site, the Equality and Diversity Committee and leave within the University.
- We have also created a “useful information” document for both staff and JCTS and SCTS. This includes information on general questions, contractual elements, and role specific areas.
- We are also aiming to have all new starters complete the Equality and Diversity online training at the Department induction so that this essential information is embedded from day one.
- The introduction of a “buddy” scheme for new starters – to assist people to settle in during their first few weeks. This is currently working extremely well and a feedback session on this will be happening in January 2016.

We will continue to gather feedback from all those who have an induction with the HR team so we can look to improve and enhance the induction on an ongoing basis.

As always, any suggestions are very welcome.

Goodbye to....

Elvira Peeters
Madeline Fordham
Karin Newell
Stephanie Moss

Long Service

We would like to say congratulations to Dr Fran Henson who reached 15 years' service with the University on 1st January 2016.

Reminder: Equality & Diversity training.....

Thank you to those who have completed the Equality and Diversity training. The Department is now up to a **78%** completion rate.

We are still aiming for 100%, so again, please do your bit to enable us to say we have a 100% completion rate for this important and interesting training.

The web link you need to follow is:

<http://www.equality.admin.cam.ac.uk/>

then click on E & D online training (right hand menu) and log in using your Raven password

Thank you!!

Current recruitment

We are currently recruiting for the following roles in the Department:

- Veterinary Radiographer
- Equine Nurse
- Senior Maintenance Supervisor

Anyone who is interested in these roles can find out more at

<http://www.jobs.cam.ac.uk/>

HR Updates

The HR team had an extremely busy year in 2015 and we would like to share with you some interesting facts about recruitment in the Department from 2015.

- We ran 33 staff recruitment campaigns
- We ran 10 JCTS and SCTS recruitment campaigns
- We had a total of 738 people who applied to work in our Department, and the HR team will have had some form of communication with each of these individuals.
- For the staff roles we interviewed 122 candidates. We had 14.7% of candidates who did not attend after being offered an interview.
- For JCTS and SCTS roles we interviewed 49 candidates. We had 12.5% of candidates who did not attend after being offered an interview.
- 57.2% of our candidates saw the roles advertised on the University's Job Opportunities website.
- 21.5% saw the roles on jobs.ac.uk
- The remaining candidates applied for the roles after seeing adverts in specific media, word of mouth and "other". The University's Web Recruitment System does not make it mandatory for applicants to state what "other" refers to, so from January 2016 we will ask all candidates we select for interview where they saw the role advertised so we get a clearer picture of where our "best" candidates are viewing our roles.
- We welcomed 48 new staff, and 17 SCTS and JCTS starters to the Department in 2015 – all of whom had a Department induction and were invited to a welcome lunch.
- We said goodbye to 56 staff, SCTS and JCTS leavers in 2015
- As of 1st December 2015, we had a total of 195 staff in the Department.

Some new things for 2016:

- Kate Smith will be conducting a Hospital induction with all new starters who will be working in the Hospital, this will be conducted following the Department induction.
- Every interview will contain a question relating to Equality and Diversity. This is to raise awareness of the importance of Equality and Diversity within the University.

HR Priorities for 2016

The HR team will be working on the following priorities for 2016:

- Probation for new starters – ensuring all new starters have a structured probation with clear and achievable targets, opportunities to discuss training and development and receiving appropriate feedback.
- Continued work on staff review for all staff groups in the Department.
- Monitoring and managing sickness absence in the Department.
- Continuing to support the effective work of the Equality and Diversity committee.