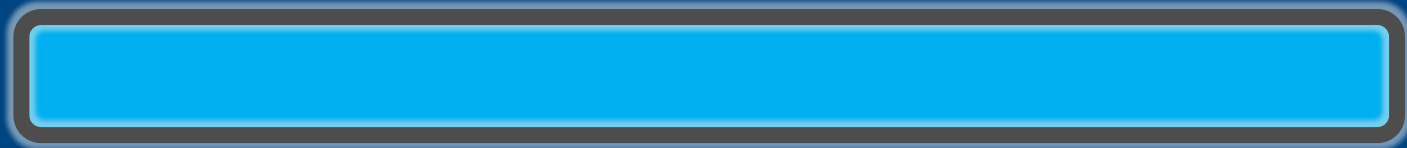




Are you ready?
Take a seat, the session will
start shortly...



Welcome @ CERN



© CERN Photo

Welcome

Florence Licci-Ounnough

HR Department,
Learning & Development Group

Bienvenue

Barbara Binder

HR Department,
Talent Acquisition Group

Bienvenue Welcome

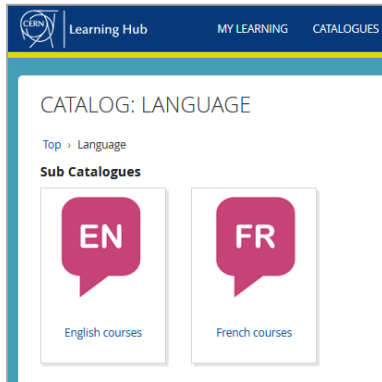
James PURVIS

Chef du département des ressources humaines
Head, Human Resources Department



Link to [video on Indico](#)

Logistics - language



Different levels, different formulas

- classroom on site
- virtual classroom (online)
- blended (mix)
- self-study with online platform

→ Learning Hub

Tandem

→ link

Find a partner
to practice speaking
each other's language



Logistics - slides



Available at any time

direct link : <https://indico.cern.ch/category/10150/>

Emergency Procedure d'Urgence



When the alarm sounds
Lorsque le signal d'évacuation retentit



Evacuate immediately
Évacuez immédiatement



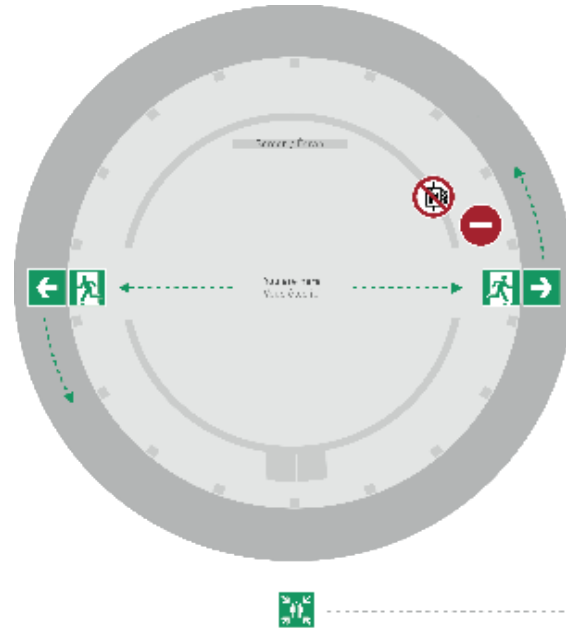
Don't use the lift
N'utilisez pas l'ascenseur



Follow the signs
Suivez le balisage



Go to assembly point
Rendez-vous au point de rassemblement



74444



Escape routes
Voies d'évacuation



Fire hose
Lance d'incendie



Extinguisher
Extincteur



Assembly point
Point de rassemblement


Programme of the morning

- 08.50 Quiz – Part 1 : **CERN as organization**
- 09.15 Group photo, coffee break and networking
- 09.55 Quiz – Part 2 : **Daily life at CERN**
- 10.25 Meet colleagues from your department
Transfer to department
- 11.00 Welcome in your department

Programme Tuesday 3rd Dec







TUESDAY 3 DECEMBER

11:00 → 11:30 CERN Health Insurance Scheme (CHIS) ⌚ 30m 📍 Zoom 






Only for members of CHIS (= recruited as staff, fellow/graduate or technical/doctoral/administrative student)
Presentation of the Scheme and possibility to ask general questions

Speakers: Rebecca Wood (CERN), Sandrine Baudat (CERN)

 CHIS_Onboarding_2...  CHIS_Onboarding_2...  CHIS website

11:35 → 12:05 Q&A about Swiss and French legitimatation cards ⌚ 30m 📍 Zoom 

Speakers: Anne-Sophie Verbrugghen (CERN), Donia Grandclaude (CERN), Maria Quintas Rodriguez (CERN)

 Apply for a new Fre...  French cards  Swiss cards  WELCOME Session ...  WELCOME Session ...

CERN Phonebook

🔍 Sara Krige

Building 5,
1st floor
office 028

R = ground floor (rez de chaussee)
S = basement (sous-sol)

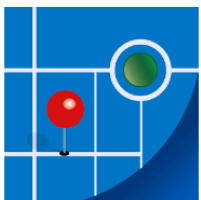
Sara KRIGE HR-PXE

@ sara.eleonore.krige@cern.ch

☎ 6555

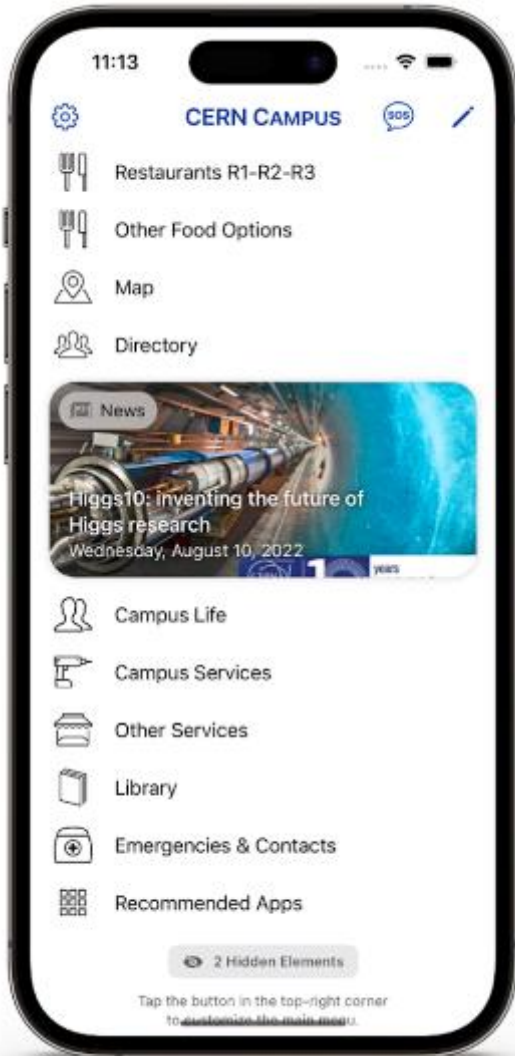
📍 5/1-028

📄 C08500



MapCERN





New CERN Campus app

centralizes all your most important
campus services in one place





<https://visit.cern/globe>



CERN MoP
~16 950

Contractors
> 4 500



Employed MPE
~ 3 560

Associated MPA
~ 13 400

Staff
~ 2 660

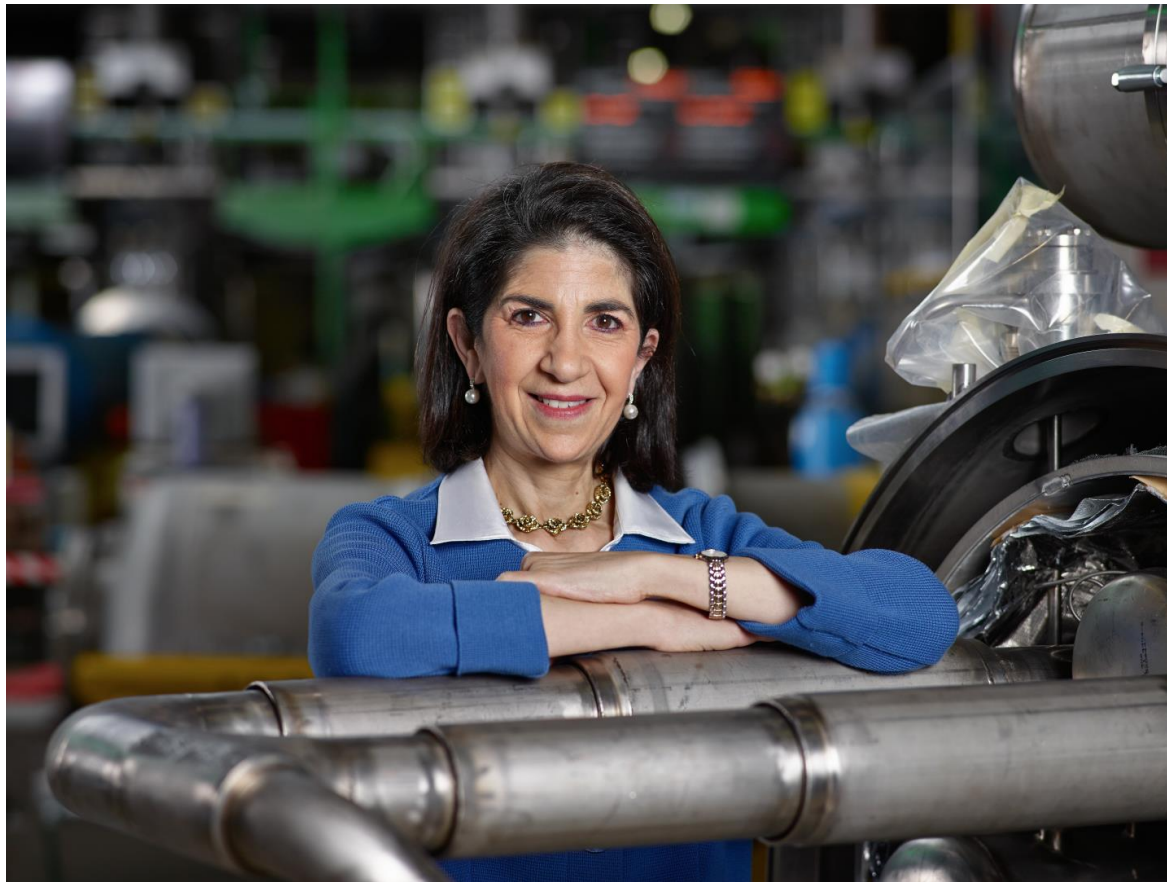
Fellows/
Graduates
~ 900

Users
~ 11 900

Associates
~ 950

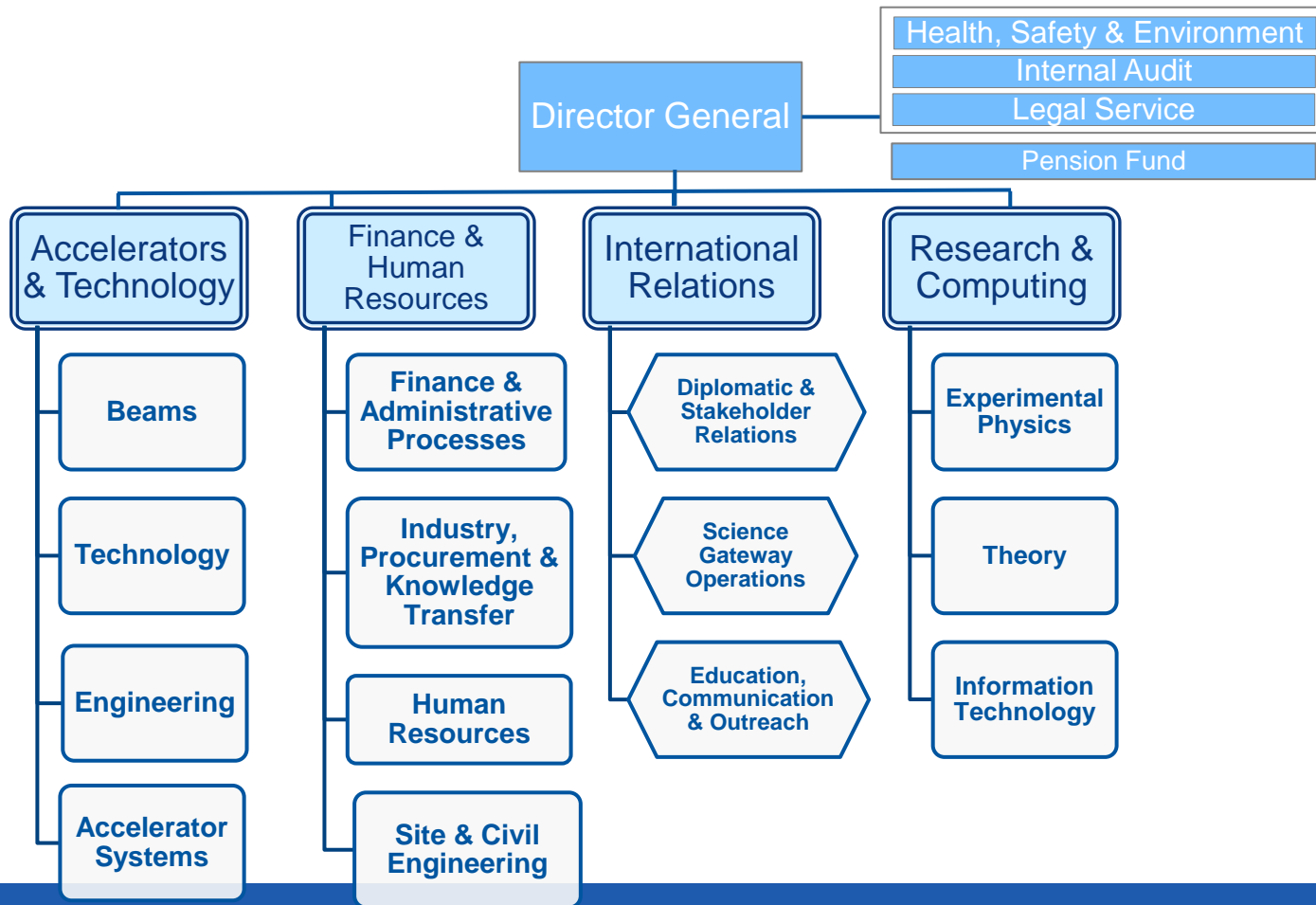
Students
~ 540

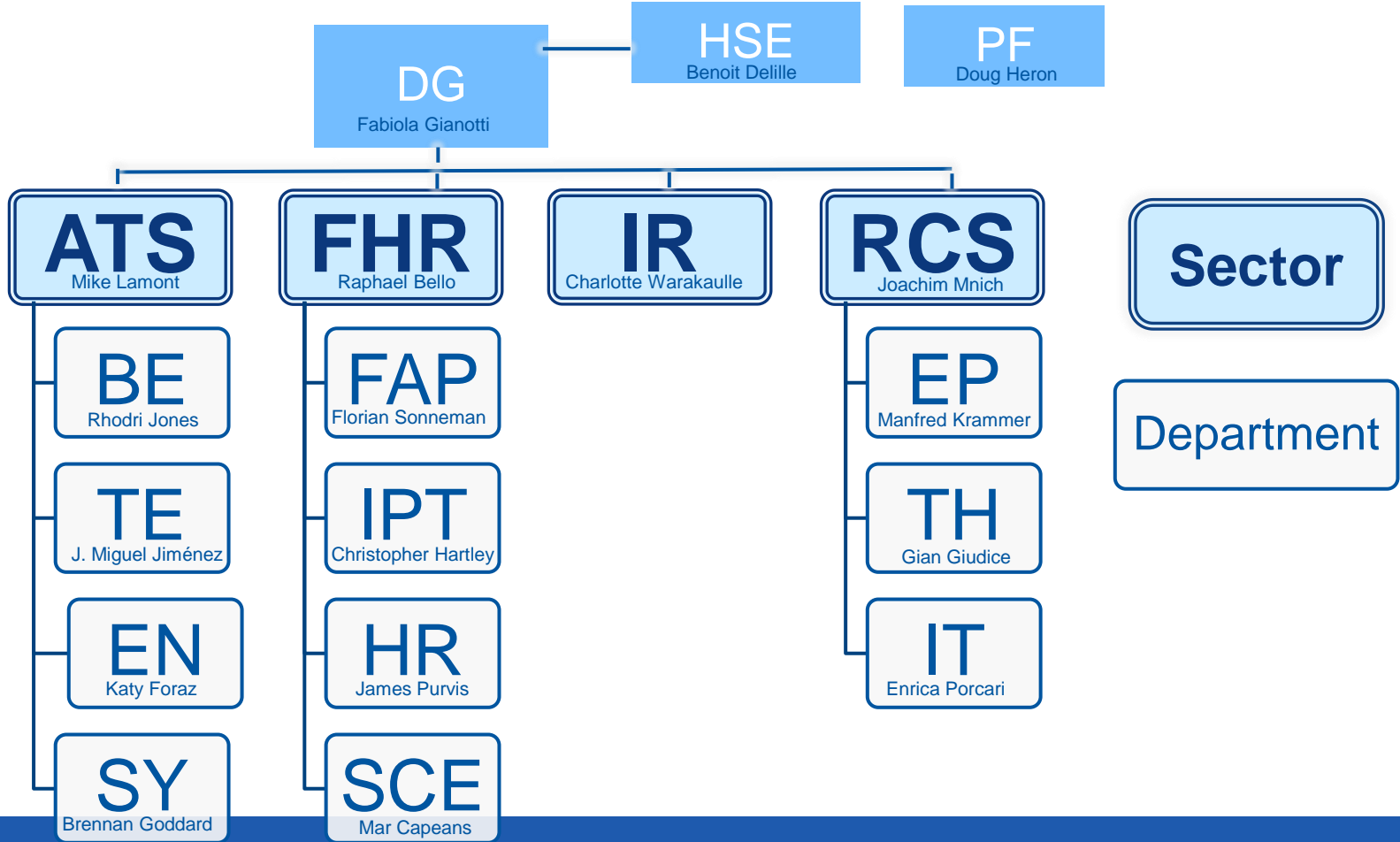


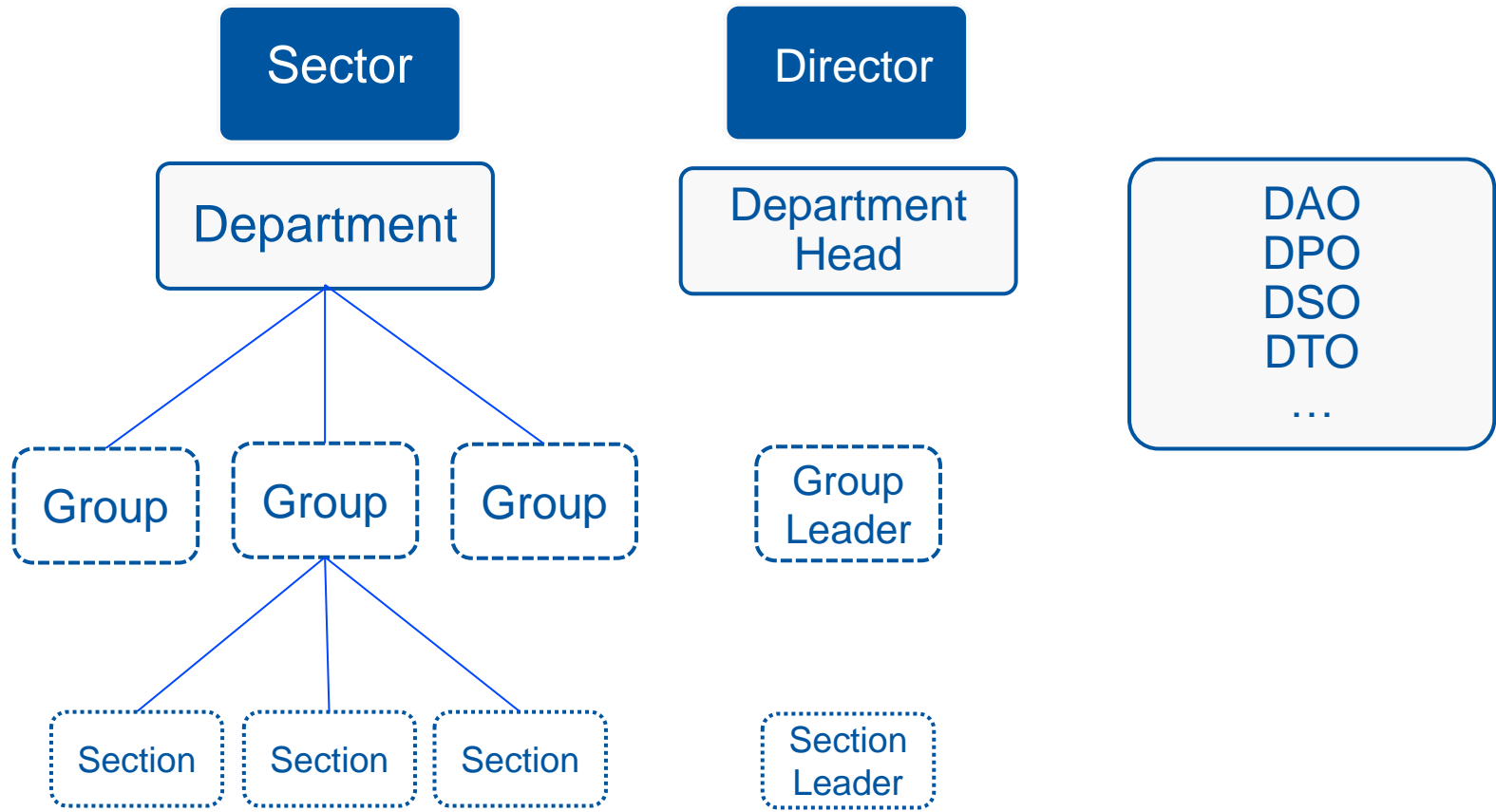


[Link to biography](#)

© CERN Photo, 2015







Working at CERN when Nobel prize

- 1992 : Georges Charpak
- 1988 : Carlo Rubbia & Simon van der Meer
- 1984 : Jack Steinberger (with Lederman and Schwartz)

Working at CERN after Nobel prize

- 1952 : Felix Bloch
- 1976 : Sam Ting

Nobel prize thanks to discoveries at CERN

- 2013 : Peter Higgs & Francois Englert

Welcome to HR-PXE colleagues

Opportunity to ask questions during coffee break

- ❖ Collective induction session *by type of contract*
 - Graduates (Origin, Quest, ...)
 - Tech & Admin students
 - Doctoral students
- ❖ Individually contacted by HRA : Staff

in the 2nd week

PXE

PEOPLE
EXPERIENCE
& ENGAGEMENT

YOUR HR TEAM

HR ADVISERS (STAFF MEMBERS) & HR COORDINATORS (GRADUATES & STUDENTS)



Sabine
McCarthy
TE



Katharine Thomas-Chevreaux
EN, HR



Sara Stappers
BE



Sara Krige
SY



Muriel Colson
DG, FAP



Jack Kenealy
ATS, TE, EN



Jan Snopko
BE, SY



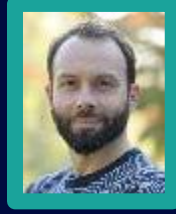
Tom Humphreys
HSE, IPT



Lieven Vernimmen
IR, PF, SCE



Stefano Fattori
EP



Benjamin Salignat
IT, RCS



Ingrid Haug
TH, Marie Curie



Jenni Suutala
DG, FAP, HR, IPT



Lenka Thomas-Bajbarova
HSE, IR, SCE, PF



Claudia Passeri
General support



Jan von der Bröle
EP, RCS



Nick Williams
EP, IT, TH

GROUP LEADER



Lore Taillieu

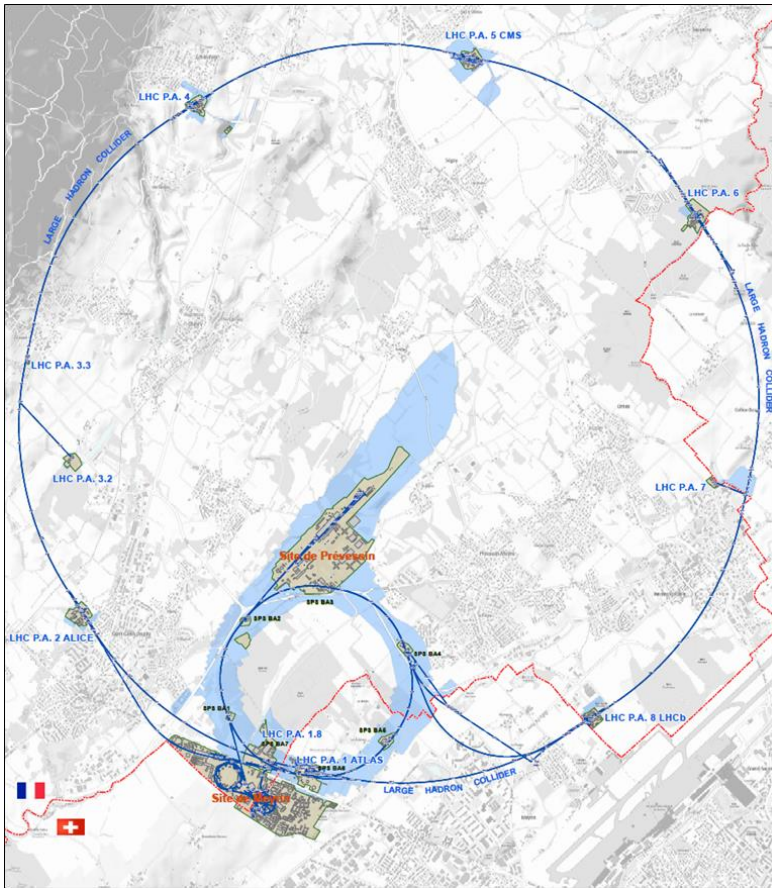
Enabling you, CERN's diverse and talented people, to perform at your best and to make the most of your CERN experience.

Offering customized support and advice at important milestones during your time at CERN.

Quiz part 2

Daily life at CERN





625 ha

fenced : 220

 515 ha
 110 ha



... **700+** buildings
 accounting for
 500.000 m²



5 900 parking spots



30 km
 roads



101 ha
 green
 spaces

CERN access card

CERN access card





CERN Community Support Centre
building 33- Meyrin site,

7.00 am to 6.30 pm, Monday to Friday

- vehicle registration
- biometrics registration

<https://sce-dep.web.cern.ch/security/access>



<u>Gates</u>	<u>Days</u>				
Meyrin A	Mon-Fri	24/24		7-20	
Porte Jura Bldg 33		24/24			
Meyrin B (Main entrance)		24/24			
Meyrin C	Mon-Fri	24/24		7-20	
Meyrin D (goods only)	Mon-Fri				08-12 13-16
Meyrin E (Only Authorised Personnel and contractors. Rules of Use)	Mon-Fri	In : 7-9.30 Out : 16.30-20			
Intersites tunnel (restrictions)	Mon-Fri			7-18	
Prevessin Main entrance		24/24			08-12 13-16
Prevessin Route du Maroc		24/24			
Prevessin Moulin des Ponts		24/24			

Restaurants

2 in Meyrin (resto 1 & 2)

1 in Preveessin (resto 3)

Cafeteria (snacks)

Building 13, 30, 40, 54, ...

[Click for more info](#)

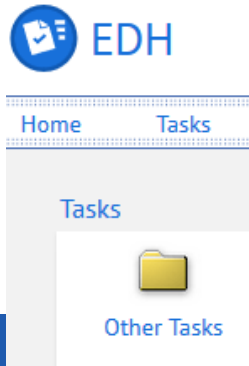


CERN Car

Requires

CERN driving authorization :

- Valid driving licence
- OK Department Head



Private vehicle

- ✓ Not requiring registration
 - ✓ Bike, “trottinette”
 - ✓ Requiring registration
 - Must be registered in member state or EU country
 - “Tourist” cars only
- Not allowed :**
Scooter, moto, lorry, bus, ...

CERN Mobility Centre

Located next to Entrance A

Services offered

- ✓ Bike rental
- ✓ Car rental
- ✓ Car sharing
- ✓ Bike sharing
- ✓ Shuttles
- ✓

MOBILITY CENTER



Phone: + 41 22 767 2228

Email: mobility.service@cern.ch

Location: 6167

Open Monday to Friday from 8 a.m. to 12 p.m. and from 1 p.m. to 5 p.m.



<https://sce-dep.web.cern.ch/campus-life/mobility>



Mobility apps



Car sharing

Bike sharing

glide.io

login with CERN SSO

www.mobility-parc.net/

login with CERN SSO





› Circuit 1 - Meyrin



› Circuit 2 - Prévessin via FH Schumann



› Circuit 3 - LHC Shifts



› Circuit 5 - Prévessin

<https://sce-dep.web.cern.ch/cern-shuttle-service>



CERN Service Desk

 **Phone:** +41 22 76 77777

 **Email:** service-desk@cern.ch



How to get help at CERN

[CERN Service Portal](#) [CERN Service Desk](#)



CERN Service Portal



Services

Service overview in a glance



Online forms

Report an incident, submit a request



Knowledge articles

Find your answer!



Feedback

Your feedback matters!



<https://cern.ch/service-portal>

Accident on site – different cases

In all cases

Inform **supervisor**

In case of

- Injury
- Environmental hazard
- Disruption traffic
- 3rd party involved

CERN Fire & Rescue 74444
(+ 41 22 767 44 44)

+

Internal accident report (EDH)

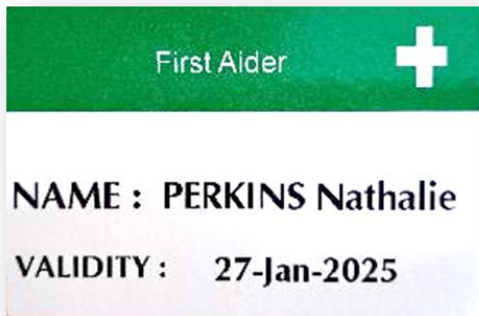
+

European Union Car Accident form

CERN Fire and Rescue Service

assisted by local **First Aiders**

Find out who
are closest to
your office / usual work places



© CERN Photo



Safety starts with me!

Together we all contribute to ensure CERN is a safe place to work.



Think safe. Work safe. Move safe. Be safe.



Safety Always

Click on the picture to download the flyer

My contribution to Safety

I am informed

I know CERN's Safety Policy and applicable rules.
I am aware of potential hazards in my environment.

I am prepared

I understand prevention and protection measures and wear PPE if required.
I follow the necessary training.
I know emergency procedures, exits and assembly points.

I am ready

In case of emergency, I call +41 22 76 74444.
I attend Life Saving Actions Training.

I am mindful

I recognize safety signs and comply with them.
I take part in workplace safety.

I am responsible

I report incidents and near-misses.
I integrate lessons learnt.

I am open

I speak up about my concerns.
I share about safety with my colleagues, supervisor and safety officers.

Essential rules for my personal safety



I stop,
I think,
I act.



I don't know,
I don't touch.



I stay alert and
check my
surroundings.



I respect
access
restrictions.

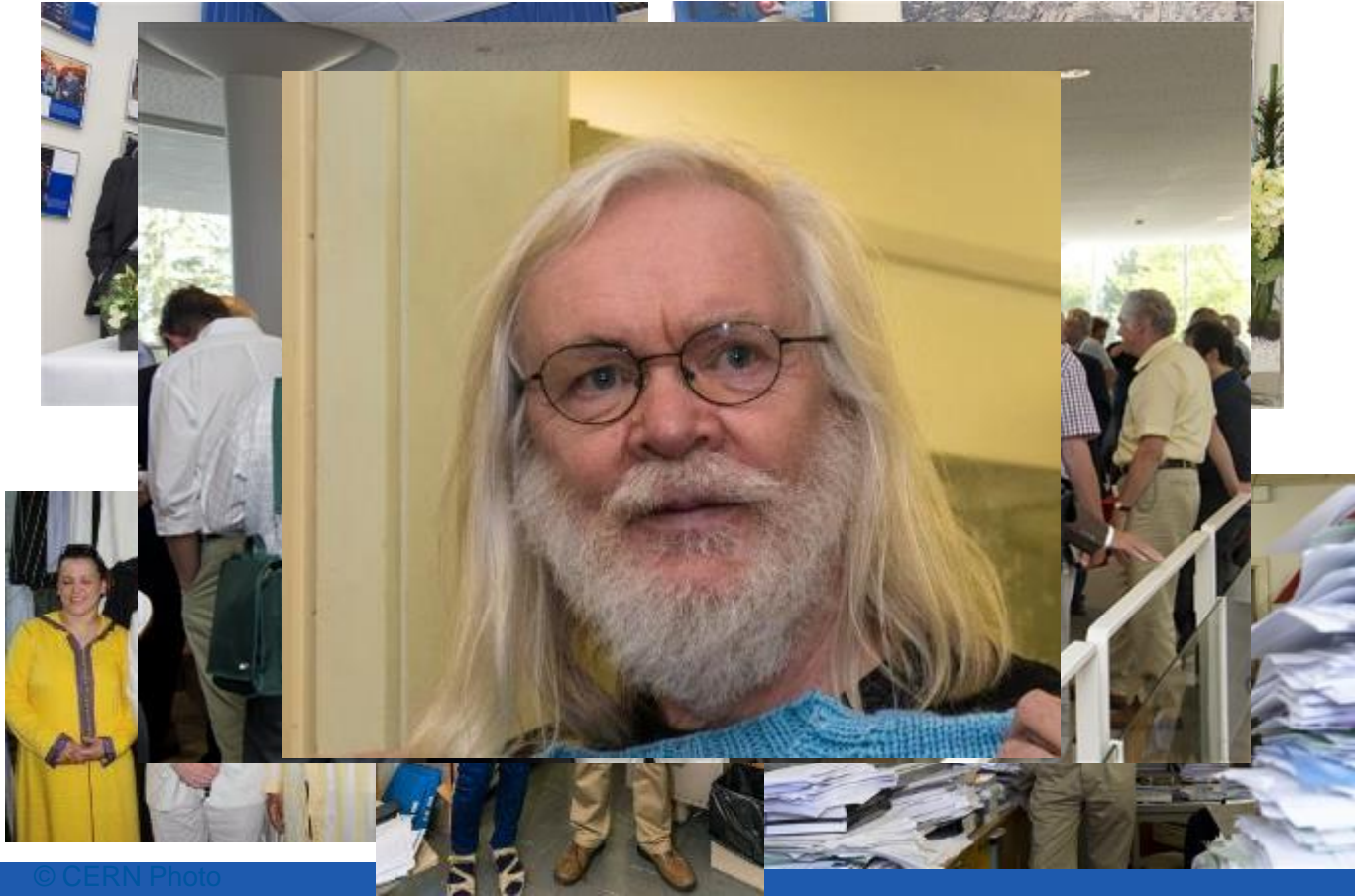


Staff Association

- Defends all personnel on a collective and on an individual basis
Become member : [Website](#)



Network of people who work(ed) at CERN
Become member : [Website](#)


















© CERN Photo

Code of Conduct



[Link to Code of Conduct](#)

Conduct/Misconduct: Ethics at CERN

 › CERN's Values and Code of conduct	 › Staff Rules & Regulations : Conduct	 › Anti-Harassment Policy
 › Anti-Fraud Policy	 › Conflict of Interest Policy	 › Guidelines for disclosure of conflict of interest
 › Guidelines for gifts, favours and hospitality	 › External activities of employed members of personnel	 › Disciplinary response
 › Learning courses and awareness materials	 › Operational management	 › Key documents
 › Key terms from A to Z	 › Need help, support and/or potential resolution ?	 › Wish to report alleged misconduct to CERN?

<https://hr.web.cern.ch/ethics>

CERN tools



Phone (audio only) : CERNphone

- Mobile client (iOS and Android)
- Desktop client (Windows, macOS, Linux)



zoom

Videocalls and videoconferencing cern.zoom

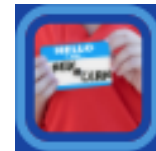


Mattermost

Messaging – individual and public/private ”channels”

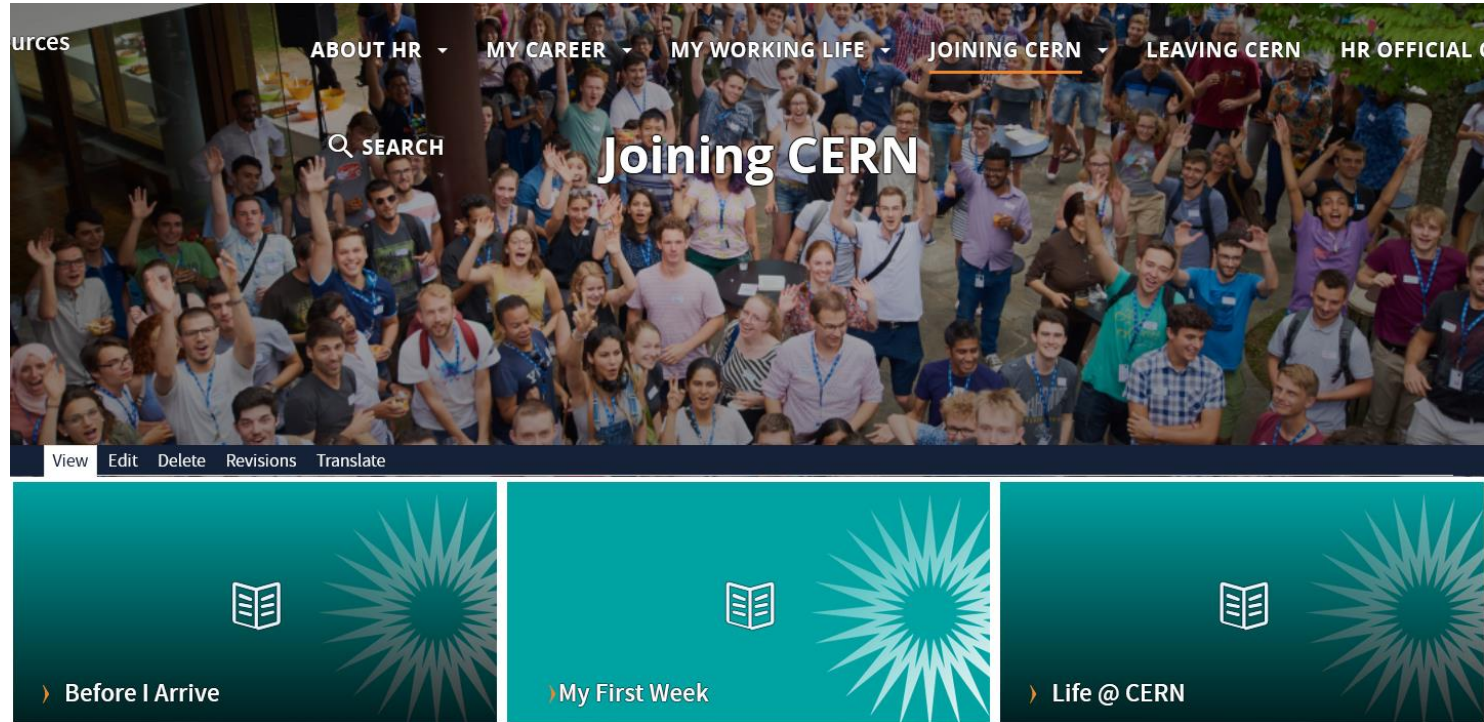
integration with Zoom

dedicated channel New @ CERN



Newcomers website

<https://hr.web.cern.ch/joining-cern>



Many questions, answers are ...



Your departmental secretariat
Your supervisor, your colleagues



Specific question for personal situation?
→ Make appointment with the **expert services**
Pension Fund, Health Insurance, Installation Service,
Housing Service, Social Service, ...



HR Website > Welcome > my first week

Public meetings

*Click for past and future events
(agenda, slides, recordings)*



Directorate

- Highlights of Council Week and other recent news.

HR

- Focus on one topic (eg. flexibility)



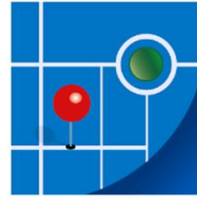
Staff Association

- Latest information on priorities and current issues



Important info to remember

- Download **CERN Campus app** on your phone
- Enter full number **Fire and rescue** service in your phone
- Find out who are closest **first-aiders**



+ 41 22 76 74444



NAME : PERKINS Nathalie

VALIDITY : 27-Jan-2025

Onboarding continues with ...

- ❑ Welcome session in **your department**
- ❑ Meet the experts (online – Zoom)
 - ***CERN Health Insurance (CHIS)*** 3 Dec, 11:00 – 11.30
 - ***Legitimation cards*** 3 Dec, 11:35 – 12:05
- ❑ More short sessions with experts (online – Zoom)
 - ***Computer security**** 9 Dec, 13:30 – 14:00
 - ***Pension Fund**** Dates for 2025 to be communicated
 - ***Library and Open Science**** 3 Dec, 13.30 – 14.00
- ❑ ***Connecting the dots**** 25 Feb, 13.15-18.00
- ❑ ***Collective induction session*** or ***Individual contact by HRA***
- ❑ ***Visit**** of CERN installations – register via Indico

} **Part of
Welcome session**
see Indico

* *You will be invited*

* *You need to register*



