Content Management System
for
HR

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HR's sites concerned

- HR general

  http://cern.ch/hr

- Recruitment

  http://cern.ch/jobs

- Admin e-guide

  http://cern.ch/admin-eguide

Human Resources Department

○ All CERN ○ HR Department [search field] Search

| General Information | Recruitment | Training | Staff Career | Services | CERN Official Documents |

General Information
HR structure, Statistics,
Human Resources
Advisors (HRAs),
Partnership Programs,
HR Bulletin Articles,
Dates of Official Holidays

Services
Attestation requests,
Cars, **Cards:**@ FR / CH,
Green plates,
Health insurance (CHIS),
Leaves@, Removal@,
Education fees@,
Social & psychological
advice, Taxes@,
Welcome,
Working hours@, OTHERS

Staff Career (internal)
Staff Member Survey,
Policies,
Career Related Documents
MARS, STI,
Internal Mobility,
External Mobility,
Allowances@,
5-yearly-review

CERN Official Documents (internal)
Staff Rules & Regulations
Procedures@, Forms,
Administrative &
Operational Circulars,
Memos

Recruitment
Staff,
Fellows,
Associates,
Students,
Marie Curie Actions,
Special Programs,
Apprentices,
FAQ

Training
Language Training,
Management &
Communication,
Technical Training,
Academic Training,
Safety Training,
Training Catalogue

News

HR public presentation
(Admin e-guide, CHIS, Pension
Fund), 30 April 2010

Publication of Indefinite
Contract posts (spring 2010)

Staff Rules & Regulations
(updated 1.1.2010)

HR staff presentation (HR
strategy, Staff Survey)
(13.11.2009)

Staff Contract Policy / LD-IC
Review Procedure FAQ (as of
1.8.2009)

HR articles in the bulletin

HR related CERN sites

Admin @**-guide** NEW
Installation Service
CERN Clubs
Equal Opportunities

Take Part!

CERN is a truly unique organisation. A genuine collaboration between countries, universities and scientists, driven not by profit margins, but by a commitment to create and share knowledge.

People here are part of immense scientific discoveries, answering some of life's most complex questions and pushing the boundaries of understanding. Experts from every field come here to share in this ambition and the nature of this collaborative, international community creates a genuine atmosphere of trust.

History's being made here – and the excitement is tangible. It is the only place in the world that you can do this work in this way.

CERN. Take part.

Student?
250 exciting internships from 8 weeks to 12 months!

Recent graduate or post-grad?
150 positions are offered each year from Graduate Engineers to Fellowships!

Job seeker?
More than 50 staff positions are available in a whole range of technical, engineering, scientific and administrative areas!

Version française

Looking for this month

Technicians	Over 20 positions
Electronics	Over 15 positions available
Electricity	Numerous opportunities for Engineers & Technicians
Linear Collider Studies Leader	Lead the linear collider work at CERN in a new project phase

Videos

Come to work at CERN

▶ www.cern.ch/jobs

▶ ■ 00:00 ————————— 00:00 ⛶ 🔊

Technical Student Programme Video
Recruitment Interview (version française)
CERN Professions video: Electricity
More Videos...

Important technical information.

Closing Dates for Programmes

Technical & Doctoral Students	02-AUG-10
Fellows	07-SEP-10
Scientific Associates	16-SEP-10

Don't wait until the last minute to send your application – additional information may be requested by CERN and must be received by the deadline. More Info...

Version française

More attractive

Including dynamic content

Integration with CERN home pages
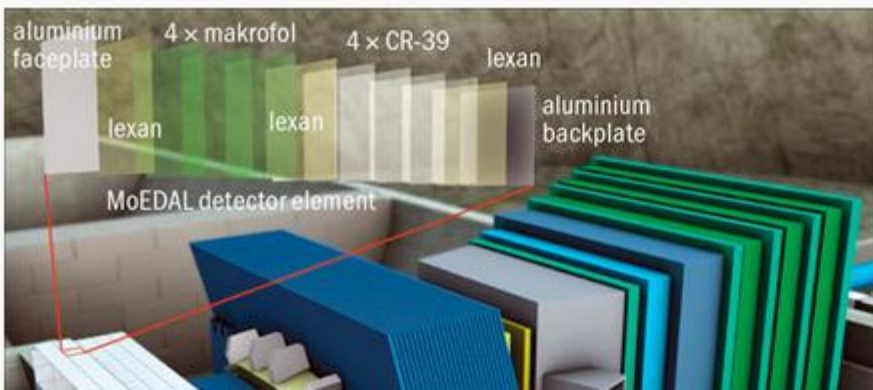
CERN Admin e-guide

○ CERN ● Admin e-Guide [_____] Reche

▮ Introduction   ▮ Structure   ▮ Access and traffic at CERN   ▮ Human Resources management   ▮ Social conditions

▮ Financial conditions   ▮ Orders and contracts   ▮ Equipment management   ▮ Safety

Introduction
Preamble and
use of the CERN Admin e-guide,
Administrative procedures Index, Useful information
Administrative forms and templates

Feed-back:
your comments on
CERN Admin e-gui

Structure
Staff Assignment,
Role allocations , Internal codes, TID,
Reorganisation of organic structures

Access and traffic at CERN
CERN card, car stickers,
Traffic and parking of vehicles,
Tunnel,
Official and private vehicles

Human Resources Management
Categories of members of the personnel,
Taking up appointment, Leaves,
Conditions of employment and
association, Working conditions,
Declarations, Termination of contract

Social Conditions
Change of family situation,
Education fees,
Health insurance,
Unemployment

Financial Conditions
Payment arrangements,
Payment of travel and removal ,
Indemnities,
Taxation

Orders and contracts
Purchasing,
Inventory,

Equipment Management
Sale/salvage of equipment
Reception and distribution of goods
Storage of materials
Transport of goods

Safety
Accidents, Damage to property,
Waste disposal,
Disappearance, loss, theft or serious
events, Management of keys

HR's needs - 1

- Nice URLs
- Common visual branding (CERN graphics templates)
- Multilingual
- Easy and independent content update by end-users
- Dynamic content (integration of eRT)
- Powerful search (meta data, content categorisation)

HR's needs - 2

- Option for light/heavy pages (e.g. with/without videos)
- Protected areas (single sign-on)
- RSS
- Accessibility
- Bread crumbs
- Tag clouds

Who does what

What **we** do

- Webmaster: Template design, information/site architecture
- End user: Edit , create & maintain content

What we expect **IT** to do

- Provide infrastructure
- Provide tool where training providers exist
- Demonstrate the tool works with real use case