

Section two: Evaluation of HR Self-Assessment Exercise and Data Collection Exercise

Please complete the word version of the HR Self-Assessment Checklist (section one) prior to completing this section (section two). Once you are ready to complete the online exercise, please go to <https://oxford.onlinesurveys.ac.uk/central-human-resources-policies-2017> and follow the instructions provided. This version of the online exercise is to allow you to consider and collate information before submitting the required data online. It also includes hyperlinks to policy or background reference material for your information.

Department/Division Details

1. Name of Division

2. Name of Department

3. Name of Head of Department (or equivalent)
 - 3(a) email address

4. Name of Departmental Administrator (or equivalent)
 - 4(a) email address (please indicate if there is an 'administrator/HAF@dept.ox.ac.uk' email address)

5. Name of HR manager (if different from administrator)

6. Who else in your department deals with personnel administration? (please give names and grades, or state no-one)

Evaluation of HR Self-Assessment Exercise

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Following completion of the HR self-assessment Exercise (section one) can you confirm that your department is fully compliant with each of the following People Strategy elements;

Recruitment of the best people:

7. Recruitment and selection

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

8. Job descriptions

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

9. Right to work-immigration

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

10. Visitors

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

11. Interns

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

12. Agency workers

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

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Retention of talent:

13. Work life balance

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

14. Work-related stress

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

15. Retirement

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

People development:

16. Induction

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

17. Probation

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

18. Personal Development Review

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

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19. Training and development

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

Delivering effective HR support across the University:

20. Overseas working

Yes No

If No, please provide details including any actions required or reasons why compliance is not possible.

21. Bullying and Harassment

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

22. Contracts of Employment

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

23. Discipline and grievance

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

24. Monitoring of the regulations on holding outside appointments

Yes No

If no please provide details including any actions required or reasons why compliance is not possible.

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- 25. Splitting the exercise into a self-assessment exercise and separate data collection exercise was introduced this year in response to departmental feedback. Please comment on how you found this process.**

Comments:

Section two: Data Collection Exercise

Please note that this data collection exercise covers the period January 2017 to January 2018.

People strategy element: recruitment of the best people

26. Job descriptions

Based on the currently available generic job descriptions, are there any additional jobs for which you would like a generic job description to be developed?

Yes No

If yes, please specify

Comments:

27. Recruitment difficulties

Over the last 12 months, have you experienced problems **recruiting** particular kinds of staff?

Yes/No

- a) If Yes, please indicate grade, type of role, fixed-term/ permanent, possible reason and outcome (e.g. readvertised, post remains empty, job rescoped, other, give details)

28. If candidates have turned down offers, please indicate any known reasons (select all that apply):

N/A (no offers turned down this year) Better offer elsewhere

Travel difficulties Salary level

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- Availability/cost of housing Childcare
- Cost of Visas and/or NHS surcharge The existence of the EJRA at Oxford

a. Other, please describe

People strategy element: retention of talent

29. Retention

- a) Over the past year, have any staff who you would have wished to retain left the University (don't include those who have moved to another role within the University)?

Yes/No

If Yes, give grade and job type.

- b) **If Yes**, what reasons were given for not wanting to continue working at Oxford (select all that apply)

- Salary level Travel difficulties
- Availability of housing Childcare
- Workload Lack of development opportunity
- Current immigration rules & visa renewal costs The existence of the EJRA at Oxford
- Other, please describe

30. Work-life balance

See guidance on [flexible working](#) and [family leave](#) and HRIS QRGs for '[during employment and reward](#)'

Over the past 12 months, how many formal and informal requests for flexible working have you received?

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	<i>Please enter a numerical value only, e.g. '6'</i>				
Flexible working applications	No. approved (whole or part)	Of which, no. from women?	No. rejected	Of which, no. from women?	If any requests were NOT for family/caring reasons, describe reason
formal requests from support staff ?					
informal requests from support staff ? (<i>estimate</i>)					
formal requests from Academic-related staff ?					
informal requests from Academic-related staff ? (<i>estimate</i>)					

31. Work-related stress: See: [Policy on the prevention and management of work-related stress](#)

If your department has had to manage any cases of work-related stress in the last 12 months, please give details below.

Number of cases involving	Number	Of which how many were women?	Comments
Support staff			
Academic-related staff			
Academic staff			

32. Disability

Over the past 12 months, have you made any “reasonable adjustments” for staff **with a disability or long-term health condition**?

YES/NO

If Yes, please give number:

If Yes, please describe:

People strategy element: people development

Probation

33. In the last 12 months, have any staff had their probation periods extended?

Yes/No
If Yes , give details (number and grades)

34. In the last 12 months, have any contracts been ended during the probation period?

Yes/No
If Yes , give anonymised details (number and grades etc.)

Personal Development Review (PDR)

See guidance at <http://www.admin.ox.ac.uk/personnel/during/trainingandpdr/>

35. Are Personal Development Reviews carried out regularly for:	Yes, annually	Yes, but not annually	Not yet introduced	If optional, state% who opt in
support staff				
research staff				
the departmental administrator (or equivalent)				
non-research academic-related staff				
academic staff				

36. How do you carry out your PDRs

PDR form completed manually	
PDR form completed electronically	
Online system (give details)	

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Training and development

37. Audit responses in previous years have ranked priorities for training and development as follows;

1	Leadership and management development
2	Technical or skills specific to a professional development
3	Awareness of University structures, processes or systems
4	Equality and diversity issues (including unconscious bias)
5	Confidence in communication
6	Effective PDR
7	Personal organisation
8	Influencing
9	Others, harassment and bullying, managing change

Do you agree with this prioritisation? Yes/No

If No, give details:

Comments:

38. To what extent (on a scale of 1-5, where 1 signifies 'does not meet' and 5 'meets completely') does the training and development offered within the University meet your department's priorities?

1	2	3	4	5

Please comment, if wished, on current training provision

Comments:

People strategy element: delivering effective HR support across the University

Overseas working

39. Do you have any staff who work (or have worked) overseas for more than 6 months of the year whilst on a current University contract?

Yes/No

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40. If **YES**, please indicate numbers against each of the categories given below. (*Do not include field trips where the total time spent overseas is less than 6 months per year, or attendance at international conferences, or foreign nationals who have been recruited overseas to serve in local research or development centres.*)

	Number	Comments
Staff who work overseas for 6-12 months but who are permanently based in the UK?		
Staff who work overseas for more than 1 year but who are permanently based in the UK?		
Staff who work and are permanently based overseas (UK residents)?		
Staff who work and are permanently based overseas (Non-UK residents)?		

Bullying and Harassment

41. Please provide the names of the harassment advisor(s) in your department and indicate which staff group they belong to and whether they have attended training provided by the Equality and Diversity Unit (*NB online form includes space for details of up to 10 advisors*)

Name:	Name:
Academic/ac-related/support staff	Academic/ac-related/support staff
Trained? YES/NO	Trained? YES/NO

42. How does your department communicate your expectations of staff conduct and that bullying and harassment will not be tolerated?

Comments

43. Has your department managed any cases of alleged bullying and/or harassment **within the department** in the last 12 months?

Yes/No

If Yes, state number of cases dealt with through informal means?	
If Yes, state number of cases dealt with through formal means?	

44. Have you noticed any trends or issues in relation to harassment that you would like to draw to the attention of Personnel Services and the Equality and Diversity Unit?

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Yes/No
If Yes, comments

45. Sickness and other absence

Recording absence

	Core HR	Excel, or similar	Database	Paper form filed on central absence file	Paper form held on individual's file	TeamSeer	Other please specify
a) How do you record/monitor sickness absence?							
b) How do you record/monitor other absence (i.e. parental, emergency leave, jury service, etc)							

46. For which groups do you monitor sickness absence?

- Support
- Academic-related
- Academic
- Research

47. Discipline and grievance

Have you noted any trends in relation to disciplinary and grievance cases?

Comments

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48. Safeguarding children and 'at risk' adults.

- a) Does your department run any **activities** involving children and 'at risk' adults (do NOT include apprenticeships, or work experience arrangements for students who are 16-18, or circumstances where children are present, but not participating in a University-run activity of some kind)

Yes/No

- b) **If Yes**, please describe (ie outreach, open days, research participants, work experience students under 16 years old, etc)

Comments

- c) **If Yes**, have you made those running such activities aware of the Code of Practice on Safeguarding and requirements regarding risk assessment, etc?

Yes/No

49. Policies and demands on departments (Optional)

We are constantly working to review and improve the University's personnel policies, practices, and support mechanisms to facilitate the resolution of problems, individual cases, and/or the achievement of departmental objectives. Please highlight any areas you currently find problematic, or gaps in our current support and guidance.

Comments

50. Communications

We use a variety of methods to communicate with departmental colleagues about new and changed processes, HRIS deadlines and downtimes, and other events such as briefings. Does at least one key person in your department receive the following (and disseminate relevant information within your department) *tick all that apply*:

- Personnel Services circulars and update emails**
- Staff Immigration team email updates**
- Personnel Services termly newsletters**
- Information about Personnel Services briefing sessions**
- HRIS Bulletin**

51. Any other comments (Optional)

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Thank you

Do not complete