



PREPARATION FOR THE ANNUAL INTERVIEW - EMPLOYEES

GOAL OF THE ANNUAL INTERVIEW

During the annual interview, you and your supervisor will look back on the past period. You will also look forward and discuss what you need from each other in the future in order for you to perform well, make the most of your talents and enjoy your work. Both the supervisor and the employee need to prepare for the interview properly, and have an opportunity to express themselves.

PREPARATION

- Your manager will send you an invitation for the interview in good time.
- You will prepare for this by completing your section of the Annual Interview Report.
- In the Annual Interview Report, you outline what results you have achieved in the past year and reflect on your own performance. Other discussion points can also be added to the report.
- Your supervisor will let you know when he/she would like to receive the Annual Interview Report and then add to it.
- The Annual Interview Report is exchanged by email; the form is only uploaded to the self-service portal after the interview.
- Check your ancillary activities and leave balance in the self-service portal. Discuss these during the Annual Review.

REFLECTION

- Take some time to reflect on your performance and the results you have achieved.
- Decide which topics are important for you to discuss with your manager. For inspiration, look at in the *'Annual Interview Question Cards'*.
- You can also ask direct colleagues and/or other supervisors (e.g. a project leader) for their feedback. Decide who you can ask for feedback together with your supervisor.
- For suggestions regarding feedback, see the Annual Interview Question Cards.
- See *'Let's Connect - Leiden University'* for more advice on asking for and giving feedback.
- See *'Training, coaching and career guidance at Leiden University'* for information about what is available internally.





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PREPARATION

- Read the input you shared with your supervisor one more time.
- Think of what you would like to discuss. What questions do you have for your supervisor? Focus on your future and development.

THE INTERVIEW

- Go into the interview with the right mindset. This is an opportunity for you to grow further, and to create even more pleasure and satisfaction in your work.
 - Take the time to tell your story and ask questions.
 - Be open to feedback, and feel free to give your supervisor feedback.
- Reflect on the past year.
 - Which aspects of your reflection would you like to discuss with your supervisor?
 - What feedback from your colleagues or others would be useful to discuss?
- Look forward to the coming year.
 - What would you like to work towards? And what do you need to make this possible?
 - Make agreements about things like your performance and development. Have you made arrangements for training, coaching or career counseling?
 - For every agreement, discuss the desired outcome.
- Keep the annual interview cards close at hand for inspiration.

BRINGING THE INTERVIEW TO A CLOSE

- Did you cover everything you and your supervisor wanted to talk about? Check this together.
- Agree with your supervisor on who will be completing the Annual interview Report by integrating the most important topics and agreements covered in the interview, and when the report should be ready.
- Once your supervisor has uploaded the annual report and the interview report in Self Service, you will be asked to officially approve the report.
- Please note: in order to upload the Annual interview Report, your supervisor has to mark a score in Self Service under “Final Assessment”: ‘Meets the requirements’ as a 3 and for ‘Improvement is required’ a 2. If no score is entered, the system will show an error message, which means that the process cannot be completed. Because of this temporary pilot, the Self Service system cannot yet be adapted to this.

Do you not feel safe in the conversation? Then raise this with a higher and/or other supervisor or possibly the confidential counselor. See: Advice from a confidential counsellor - Leiden University.