



## ANNUAL INTERVIEW CHECKLIST – PREPARATION EMPLOYEES

### THE ANNUAL INTERVIEW CONSISTS OF TWO PARTS:

- Looking back and reflecting on past results based on the *annual report*
- Focus on team contribution and personal development based on the *interview report*

### OBJECTIVE OF THE ANNUAL INTERVIEW

In the annual interview, you and your supervisor reflect on the past period and talk about what you need from each other in the coming period to perform optimally, deploy your talents, and experience pleasure in your work. You have a shared responsibility to carefully prepare for this interview, and to speak up.

### PREPARATION

- Your supervisor will send you an invitation to the interview.
- You can prepare for the interview by completing the *annual report* and the *interview report*.
- In the *annual report*, you can indicate the results you achieved in the past year, and reflect on your functioning. In the *interview report*, you can add any topics you wish to discuss.
- Your supervisor will let you know when they wish to receive the *annual report* and the prepared *interview report*.

### REFLECTION

- Based on your answers to the reflection questions in the *annual report*, decide what topics you wish to discuss. For inspiration, consult the *annual interview cards*.
- Have a look at [Leiden University – Courses, coaching, and career guidance](#) for information about internal offerings. If you have any questions, please contact your HR adviser.

### FEEDBACK

- Ask your immediate colleagues and, if relevant, your other supervisors for feedback. Decide together with your supervisor who you can ask for feedback. For suggestions on how to ask for 360-degree feedback, please consult the *annual interview cards*.
- Have a look at [Let's Connect Leiden University](#) for more tips on asking for and giving feedback.

### START INTERVIEW

- If you are newly employed or new to your position, a start interview will take place within three months of the start of your employment. For a start interview, you only need to use the *interview report* form.
- A start interview essentially focuses on the future, looking forward, and formulating the most important objectives and results.



## ANNUAL INTERVIEW CHECKLIST – EMPLOYEE

### PREPARATION

- Read the input you shared with your supervisor (*annual report* and *interview report*) 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:
  - What feedback from your colleagues would be useful to discuss?
  - Which aspects of your reflection would you like to discuss with your supervisor?
- 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.
  - For every agreement, discuss the desired outcome, such as a specific result, observable behaviour, etc.
  - Formulate these outcomes to be as specific and measurable as possible (SMART), or more generally, as a 'direction to follow', for example when circumstances can change fast.
- If you make agreements about personal development, have a look at [Leiden University – Courses, coaching, and career guidance for information about internal offerings](#). If you have any questions, please contact your HR adviser.
- 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 *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.
- If you do not feel safe during the interview, please contact the confidential counsellors of your faculty or service (see [Leiden University – Advice from a confidential counsellor](#))

