



ANNUAL INTERVIEW CHECKLIST – PREPARATION FOR SUPERVISORS

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 employee reflect back on the past period. You also talk about what you need from each other in the coming period. You have a shared responsibility to carefully prepare for this interview, and to speak up.

PREPARATION

- Let your employee know that the annual interview is coming up soon. Indicate that the interview will focus even more on the employee's development and future.
 - Refer them to the *Checklist – Preparation for employees*
- The employee should complete the *annual report* form, and add topics for discussion to the *interview report*.
- Plan a date for your interview. Also indicate when the employee should share the *annual report* and the *interview report* with you (for example no later than one week before the interview).

REFLECTION

- Take the time to reflect on your employee's functioning and results. Consider the following questions: What went well? What went less well? What did I learn from this, as a supervisor?
- How can my employee develop further, both individually and within the team? For questions and inspiration, consult the *annual interview cards*.
- Have a look at [Leiden University – Courses, coaching, and career guidance](#) for information on internal training offered for yourself and your employee. If you have any questions, please contact your HR adviser.

FEEDBACK

Ask your immediate colleagues and, if relevant, co-supervisors for input on your employee's functioning. Decide together with your employee who you can ask for feedback. The employee can also do this themselves by asking for 360-degree feedback. For suggestions, please consult the *annual interview cards*.

- Be as specific as you can in your feedback question, and link it where possible to your employee's points of development or career wishes.
- Have a look at [Let's Connect Leiden University](#) for more tips on asking for and giving feedback.

READ THE ANNUAL REPORT AND INTERVIEW REPORT

- Read through the two forms submitted by your employee (*annual report* and *interview report*).
- Mirror this input with your own perspective: what is your vision on the realisation of the agreements in the *annual report*?
- Formulate your intended assessment ('meets the requirements' or 'improvement is required').
- Further complete the *interview report* by integrating your vision and draft assessment in the *interview report*, and share this in good time with your employee, in preparation for your interview.
- Check [Self Service](#) to see your employee's ancillary activities. Discuss these together as part of the annual interview.
- Check E-reports to see your employee's amount of vacation hours. Discuss the importance of taking enough vacation time. Refer to [annual agreements](#) if applicable.

START INTERVIEW

- If an employee is newly employed or new to the position, a start interview should take place within three months of the start of their employment. For a start interview, you should only use the *interview report* form. The *annual report* form is not relevant in this context.
- A start interview essentially focuses on the future, looking forward, and the most important objectives and results. If you already have some tops & tips, do not hesitate to share them.



ANNUAL INTERVIEW CHECKLIST – SUPERVISOR

PREPARATION

- Read the input you received from your employee (annual report and interview report) one more time.
- Mirror this input with your own perspective, decide what you want to discuss, and focus on the employee's future and development.
- Prepare questions to ask your employee. For inspiration, see the annual interview cards.

THE INTERVIEW

- Create a safe and open setting for the interview:
 - Indicate that the employee's development plays a central role.
 - Give your employee room to tell their story and ask questions.
 - Emphasise that you are open to feedback.
- Reflect on the past year:
 - What do you and your employee want to talk about?
 - In your conversation, integrate any feedback you or your employee received in preparation for the interview.
- Look forward to the coming year:
 - What do you and your employee want to work towards?
 - Formulate your desired 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 on training offered internally. If you have any questions, please contact your HR adviser.
- Keep the annual interview cards close at hand for inspiration.

CONCLUSION

- Did you cover everything you and your employee wanted to talk about? Check this together.
- Agree with your employee 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.
- Upload the annual report and the interview report in Self Service. The employee will be notified that they need to officially approve the report.
- **Please note:** in order to upload the Annual Interview forms (Annual Report and Interview Report), it is important to mark a score in Self Service under "Final Assessment". Therefore, you will have to mark the 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.

