



ANNUAL REPORT FOR PHD CANDIDATES

▪ *Annual Report*

To prepare for the annual meeting, the employee makes an *Annual Report*. This Report focusses on what the employee has achieved and provides their reflections on their own performance.

▪ The meeting and the *Meeting Report*

The *Meeting Report* is prepared by both the employee and the manager and is finalised once the meeting has taken place. The *Meeting Report* focusses on the personal development and team contribution of the employee.

Name:

Function: PhD candidate PhD fellow (click which one applies)

Department:

JAARVERSLAG:

Research

Teaching (if applicable)

Training programme

Other activities



REFLECTION QUESTIONS:*

What did you learn this past year?

What are you most proud of?

What will you do more or differently in the coming year?

How do you experience the collaboration with your team and supervisor?

*A SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis is a useful tool for filling in the part of the Annual Report that reflects on your performance.