

Tips and tricks: Performance & Development agreements in times of corona

You may find that your Performance & Development (P&D) interview is scheduled during the corona crisis. You may also find that the corona crisis is affecting your work, what you can and cannot achieve and therefore any P&D agreements that you had reached.

P&D interviews during the corona crisis

If you can use video calls, your P&D interview will generally go ahead as planned during the corona crisis. Discuss with your manager whether your interview will take place on the scheduled date or will need to be postponed. This is with the proviso that your P&D interview is not postponed for more than two months.

Impact of the corona crisis on your P&D agreements

Your work will undoubtedly have been affected by the corona crisis. In your P&D interview, you review the past year and reach agreements about the year to come. This makes it important not to limit your P&D interview to a review of the present period. An appraisal of your performance and whether you have kept to your agreements is as appropriate now as in any other year. However, you and your manager will have to take the impact of the corona crisis on your work into account in your P&D interview. The exact effects of the crisis will depend on your individual circumstances, but could include:

- having little or no access to equipment or software
- the quality of your workspace (desk, chair, separate office)
- working with colleagues whose home and work life has also been turned upside down and the effect of this on progress and deadlines
- being at home with others who may also require attention
- any caring duties
- the psychosocial stress of working from home or if you or family members fall ill.

Being part of the University community and working on your own development during corona

The corona crisis is asking a lot of us: we are suddenly finding ourselves confronted with new working methods, different priorities, remote teams and often no clear distinction between work and home.

As is often the case, this unfortunate situation may also have a positive side and will call for skills such as adaptability, inventiveness, perseverance or organisational skills. If this is the case for you, it is a good idea to mention these in your P&D interview, not only so that your manager can recognise this behaviour, but also so that you can discuss whether you can make more use of these talents in future. The same applies if the circumstances mean you are unable to do certain work and have worked instead on your personal development by following a course. If you have taken on work from colleagues, this is a good time to mention it.

To conclude

It is generally not a good idea to radically change P&D agreements during this crisis. Everyone has other concerns at the moment. What is important is that you and your manager continue to communicate openly about your duties, workload and ability to meet your deadlines. It is in everyone's interest that this is clear at all times (not just during the P&D interview) so that any necessary changes can be made.