



Questionnaire for Performance & Development Interview

This questionnaire intends to support you in preparing for your Performance and Development Interview. Please focus on the questions you would like to ask in the interview. Of course, it is up to you to ask your own questions!

1. University and Faculty objectives/ Duties of the employee	
Employee	Supervisor
<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - Which duties and responsibilities required a good portion of my time last year? - What were the highlights of the past year? - What were the points of particular interest? - In retrospect, how do I evaluate my work performance? - In retrospect, how did my work contribute to the university and faculty objectives? <p><i>Planning</i></p> <ul style="list-style-type: none"> - What are the duties and objectives of our university/faculty/ institute/ research group? - What are the exact duties that need to be performed in the coming year? - How much time will be spend on teaching and on research? - Which of these duties and responsibilities would I like to perform?/ Which duties and responsibilities would I like to hand over to someone else? - What requirements seem to be essential for these duties? - Do I have the appropriate skills for these duties and responsibilities? 	<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - Which duties and responsibilities required a good portion of my employee's time in the past year? - To what extent should the duties and responsibilities be updated? - How do I evaluate the work of my employee positively and negatively? What are the highlights/ points of interest? - Did my employee contribute to the university and faculty objectives? <p><i>Planning</i></p> <ul style="list-style-type: none"> - What are the objectives and duties of our university/ faculty/ institute/ research group? - What developments are we facing in the coming years, and how will my employee contribute to these developments? - How much time will be spend on teaching and research? - Which project/ research/ teaching duties will my employee participate in over the coming year? - What skills are required to make this possible? Do we need some additional knowledge/ training?



2. Cooperation, Leadership, Inclusive environment, (Academic) Integrity	
Employee	Supervisor
<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - How could our cooperation be improved? - How did I contribute to (examination) committees or admission committees? - How did I contribute to inclusiveness, diversity and equal opportunities this year? - What are the conflicts that bother me at work? Did I address them? - Do I have the impression that women and men are equally supported? - Did I comply with the general principles of professional (academic) conduct? - Have I had any dilemmas of integrity, and if so, did I raise them for discussion? <p><i>Planning</i></p> <ul style="list-style-type: none"> - What are my expectations regarding the cooperation with my colleagues and superior(s)? - How do I contribute to the open community of this university? - What support do I need from my colleagues or supervisor? - How do I distribute information to my colleagues and supervisor? - How could processes be improved? 	<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - Did my employee cooperate with his/ her colleagues/ with me, in a positive way? - Did my employee contribute to committees in our department? - Are women and men equally supported within our team/research group? - Did my employee comply with the general principles of professional (academic) conduct? - Have I discussed integrity dilemmas with my staff? - Did my employee address problems at work? - Did my employee contribute to inclusiveness, diversity and equal opportunities this year? <p><i>Planning</i></p> <ul style="list-style-type: none"> - What is the cooperation in my team really like? What role does my employee have in my team? - What resources does my employee need to perform his/her duties? - How can I support my employee? Are there others who can help here? - Do I receive enough information from my employee? - Does my employee actively contribute to the open community of the university? - How could processes be improved?



3. Personal development, career plans and further training/education	
Employee	Supervisor
<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - In retrospect, did I work on my personal development? - What was helpful for achieving my career objectives? What has hindered me in achieving my career objectives? - Did I enroll in an HRM training course? How did this training contribute to my personal or professional development? <p><i>Planning</i></p> <ul style="list-style-type: none"> - Are there any issues I would like to discuss with my supervisor regarding my career plans? And how can my supervisor support me in this? - What will I be doing in 4 years? And in 10 years? - What precise duties should I perform in the coming year and do they support my career plans? - What measures do I need to take to improve my work-life balance? - Do I need support from career services? - What training course(s) do I need? 	<p><i>Retrospect</i></p> <ul style="list-style-type: none"> - In retrospect, did my employee work on his/her personal development? And how do I evaluate the achievement of the objectives agreed on? - Did I actively support my employee in his/her development? - Did my employee enroll in an HRM training course? Did I see the effect of that training? <p><i>Planning</i></p> <ul style="list-style-type: none"> - What perspectives does my employee have for his/her professional development/ career plans? - What are the precise duties and responsibilities that have to be performed in the coming year? Do they contribute to the personal development and/or career plans of my employee? - What measures do I actively offer for a better work-life balance? - Does my employee need support from career services?