# Logo of the University of Natural Resources and Life Sciences ViennaDocumentation sheet: Appraisal interview

|  |  |
| --- | --- |
| **Manager/Supervisor:** |  |
| **Staff member:** |  |
| **Date:** |  |

## Part 1 – Review of the past year

|  |  |  |  |
| --- | --- | --- | --- |
| Tasks/goals of last appraisal interview | | Achieved yes/no | Comments |
|  | |  |  |
| Cooperation between manager/supervisor and staff member  (Mutual Feedback: Manager/supervisor to staff member and vice versa) | | | | |
| What works well?  (e.g. regular reports) |  | | | |
| What doesn’t work so well?  (e.g. irregular transfer of information) |  | | | |

|  |  |
| --- | --- |
| Working environment and job satisfaction | |
| What is good?  (e.g. good working atmosphere) |  |
| What is less good?  (e.g. lack of resources) |  |

|  |  |
| --- | --- |
| Agreement for the upcoming year – cooperation: | |
| Rules for cooperation:  (e.g. face-to-face exchange every two weeks) |  |

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## Part 2 – Preview of the coming year

|  |  |  |
| --- | --- | --- |
| Goals/tasks**[[1]](#footnote-1)** for the upcoming year (what?)  **Criteria of success** for obtaining goals and reflecting on resources[[2]](#footnote-2) | **Subgoals / subtasks** for achievement **(How?)** | **Time frame**  **(By when?)** |
|  |  |  |
| Measures for development for the upcoming year**[[3]](#footnote-3)**: | | |
| Vacation planning for the upcoming year**[[4]](#footnote-4)**: | | |
| **Comments:** | | |

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Date Signature of staff member Signature of manager/supervisor

Note: The documentation sheet remains with the interview partners. The date of the AI is to be entered in the BOKU training passport.

1. Conservation goals for consistent performance/ tasks vs design goals for new goals/ tasks/ projects [↑](#footnote-ref-1)
2. How can I tell the goal has been reached/the task has been completed? What resources do I need? [↑](#footnote-ref-2)
3. Such as trainings in the BOKU training passport [↑](#footnote-ref-3)
4. When planning the working year, rest periods and vacation should always be discussed too. The final vacation agreement is settled using the vacation form (“Urlaubsformular”). [↑](#footnote-ref-4)