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

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

## Part 1 – Review of the past year

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| 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) |       |

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

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| 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

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| --- | --- | --- |
| 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)