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**APPRAISAL INTERVIEW:
PREPARATION SHEET
FOR STAFF**

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Introduction

This preparation sheet is intended as a suggestion and is designed to support you in preparing for the employee appraisal interview (AI) with your supervisor. It can also guide you through the interview.

Now, before you go through this preparation sheet, get in the mood for the interview and think about the following:

- ✓ What went well this year, what went less well? What is the current work situation like? How is the cooperation with your supervisor and your colleagues? What basis for discussion do you have with each other?
- ✓ What do you want to achieve with the conversation you are about to have in the course of the employee interview?

Recommendation: Take the documentation sheet of your last appraisal interview (AI) and your job description as reference for the interview. The agreements regarding the tasks and objectives in the AI are to be considered an integral part of the job description. In the event of lasting changes to the originally agreed area of responsibility, the job description should also be adapted.

Review of the tasks and results of the past year

Reflect on the past working period and draw a conclusion:

- ✓ Which areas of activity did you primarily deal with in the past year?
- ✓ Are your responsibilities and accountabilities clearly defined?
- ✓ Have there been any changes? If so, what were they?
- ✓ Which agreements were made for the last year?
- ✓ Was it possible to implement the agreed goals/tasks? What went well/not so well? What was conducive/obstructive? Do you have any suggestions for improvement?
- ✓ How satisfied are you with the results of your work? And why?
- ✓ Were there any agreements on measures for further development? Have they been effective? What has worked or not worked well in day-to-day operations?

Notes:

Working environment and job satisfaction

- ✓ What sources of information do you use in your work?
Do you receive all the necessary information for your work in time?
- ✓ How does the cooperation with colleagues within and outside the team work?
- ✓ Where do you see your professional and personal strengths? What are you proud of? What are your personal and professional learning areas?
- ✓ What is the working atmosphere like with your supervisor? Have you received sufficient support in the past year? Where would you have needed more support?
- ✓ Does your supervisor follow the BOKU Leadership Principles?¹
- ✓ For employees with care duties: Are there ways to improve the work-life balance?

Notes:

¹ The Guidelines for Staff Management at BOKU include following principles: Acting as a role model; Fostering a culture of mutual responsibility; Setting goals and achieving them; Transparency, communication and participation; Trust, appreciation and respect. Have a closer look at: <https://short.boku.ac.at/94g3m6>

Goals, tasks, success criteria

- ✓ Which medium- and long-term tasks do you see in your organizational unit? Do you feel sufficiently informed about this?
- ✓ Which main tasks do you see for yourself in the coming year?
 - Maintenance goals (for services/tasks that remain the same): which tasks would you like to maintain over the next year?
 - Creational goals (for new tasks/projects): Which tasks do you want? Which tasks would you like to hand over?
- ✓ Are the available resources sufficient for achieving the objectives?
- ✓ Do these tasks result in changes in your field of activity?
- ✓ Who do you need to cooperate with to accomplish these tasks?
- ✓ Is there a need for joint clarification and coordination?
- ✓ What specific results do you expect from yourself by the end of the next period? How will the results (→ criteria) be measured?

Recommendation: Specify exactly what you want to achieve. Pay attention to measurability ("The goal is achieved when, ..."). Formulate a few specific and important goals. Remember the SMART principles (goals should be specific, measurable, achievable, relevant and time bound).

Notes:

Development and promotion measures

- ✓ Which development and support measures would help you to cope with your current and future work? Please refer to the BOKU Training Passport.
- ✓ What do you expect from your supervisor in this respect? What can and do you want to contribute yourself?

Measures for the development and promotion of employees include, for example

- ✓ Increasing international competence (e.g. Staff Mobility, language course)
- ✓ Collaboration in working groups or projects
- ✓ Participation in conferences, courses, seminars
- ✓ Lecturing at internal seminars, training of new colleagues
- ✓ Self-study (technical and specialist literature) with subsequent discussion in the group
- ✓ Increasing gender competence (e.g. gender aspects in teaching and research)
- ✓ Increased cooperation (internal and/or external)
- ✓ Contribution to the university's third mission (e.g. KinderUni, Citizen Science)

Notes:

Vacation planning

When planning the working year, the possible rest periods and vacation consumption should always be discussed as well.

- ✓ Do you still have vacation entitlement from previous years?
- ✓ Are there times when a vacation consumption is not possible?
- ✓ Are the possibilities of using vacation fairly distributed in the team?

Notes: