



Preparation sheet / interview guidance for annual appraisals of administrative and technical staff (ATM)



TECHNISCHE
UNIVERSITÄT
DARMSTADT

Annual appraisal on.....(Date)

.....
Name, first name
(Manager)

.....
Name, first name
(Employee)

Was an annual appraisal conducted during last year?

yes no

Did you agree on objectives in the annual appraisal?

yes no

If 'yes' what objectives did you agree on?

.....
.....
.....



Topic	From the point of view of the employee	From the point of view of the manager
<p>Objectives in your organisational unit, project, department, workshop, etc.</p> <p>(clarify the area you work in and are responsible for, current objectives of your unit, project, department, workshop, how you contribute to achieving these objectives)</p>		
<p>Work organisation and working hours</p> <p>(incl. the organisation of your working hours, changes due to family commitments, for health reasons)</p>		



Topic	From the point of view of the employee	From the point of view of the manager
Equipment and design of your workplace (incl. devices, health and safety, health promotion)		
Assignments and area of responsibility (incl. area of responsibility, responsibilities at present and next year, special responsibilities, job distribution, coordination, current qualifications, professional development needs)		



Topic	From the point of view of the employee	From the point of view of the manager
Collaboration and management (incl. flow of information, transparency, communication, possible support from managers, assessment of the collaboration and the management style in your organisational unit, assessment of the collaboration with other places and units)		
Development prospects and wishes Assessment of your work situation (incl. taking on new responsibilities, professional development measures, rotation, professional development outside your area of work, job satisfaction)		
Personal development Career options Internal/external, career wishes		