



**Preparation sheet / interview guidance for annual appraisals of the academic staff (WIMI)**



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><b>Objectives in your organisational unit, project, department, etc.</b></p> <p>(current objectives of the institution, your organisational unit, development of objectives, how you contribute to and assess the achievement of these objectives)</p>		
<p><b>Work organisation and working hours</b></p> <p>(incl. the organisation of your working hours, changes due to family commitments, for health restrictions)</p>		



Topic	From the point of view of the employee	From the point of view of the manager
<b>Equipment and design of your workplace</b>  (incl. devices, health and safety, health promotion)		
<b>Collaboration and management</b>  (incl. flow of information, transparency, support from managers, your assessment of collaboration, collaboration with other responsible and units, the taking on of management responsibilities by academic staff)		



Topic	From the point of view of the employee	From the point of view of the manager
<p><b>Range of responsibilities: Teaching/research and administration</b></p> <p>(job description, your assessment of the workload due to teaching, research and administrative responsibilities, your wish to change)</p>		
<p><b>Teaching</b></p> <p>(teaching responsibilities, general conditions, support, satisfaction with teaching, wish and intention to change, didactical competence sufficient?)</p>		



Topic	From the point of view of the employee	From the point of view of the manager
<b>Research, professional qualifications:</b>  (general conditions, resources, support sufficient? networking in scientific community? progress towards your objectives as regards qualifications, your assessment of supervision)		
<b>Personal development</b> (development options regarding social and methodological competence, your assessment of your teaching, research, professional qualifications)		



Topic	From the point of view of the employee	From the point of view of the manager
<b>Development prospects and career wishes</b> (incl. internal /external career options), career wishes and plans, taking on new responsibilities, the taking on of management responsibilities by academic employees		
<b>Measures to obtain further qualifications</b>  (use of previous measures as regards teaching/ research and social competence, wishes and specific plans as regards professional development measures)		