



Ensuring an outcome / agreeing on objectives at annual appraisal of academic staff (WIMI)

The annual appraisal was performed on(date)

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

(Employee)

.....
Name, first name

Was an annual appraisal conducted during the last year?

yes

no

Did you agree on objectives in the annual appraisal?

yes

no



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / schedule
Objectives in your organisational unit, project, department, etc.			
Work organisation and working hours			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / schedule
Equipment and design of your workplace			
Collaboration and management, management responsibilities of the WIMI (academic staff)			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Range of responsibilities: teaching, research and administration			
Teaching			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Research, incl. professional qualifications			
Personal development			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Development prospects and wishes			
Further qualifications in other disciplines			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Additional topic/open questions			



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How would you like to prioritise the implementation of your targets?

Priority 1:

.....

Priority 2:

.....

Priority 3:

.....

The following results of the review shall be forwarded to third parties:

Result 1: Forwarded to:

Result 2: Forwarded to:

.....

Signature:

Signature:

.....

Manager

employee

The next annual appraisal is scheduled for

.....

Month / year