

## Questionnaire for preparing the appraisal talk

The available questionnaire intends to support you to prepare the appraisal talk. Please **just focus on the questions you would like to ask in the talk**; for this purpose, choose explicitly 2 - 3 questions. Of course, it is up to you to ask your own questions.

<b>Tasks of the employee</b>	
<b>Employee</b>	<b>Team leader</b>
<p><b>REVIEW</b></p> <p>Which tasks required a good portion of my time in the past year?</p> <p>Which tasks were difficult for me to perform?</p> <p>Which tasks did I enjoy performing?</p> <p>In retrospect, how do I evaluate my work performed?</p> <p><b>PLANNING</b></p> <p>What are the tasks and objectives of our Unit?</p> <p>Which precise tasks should be performed in the upcoming year?</p> <p>Which tasks would I like to perform / which tasks would I like to hand over?</p> <p>Which requirements seem to be essential for these tasks?</p> <p>Which skills do I have for this task?</p> <p>Which additional knowledge do I have? (e.g. foreign languages or the like?)</p>	<p><b>REVIEW</b></p> <p>Which tasks required a good portion of the employee's time in the past year?</p> <p>To which extent must the job description be updated?</p> <p>How do I evaluate the work of the employee?</p> <p>What were the highlights / what do I evaluate positively / negatively</p> <p>How do I come to this evaluation?</p> <p><b>PLANNING</b></p> <p>What are the objectives and tasks of the Organisational Unit?</p> <p>What is the relation to the TU Wien?</p> <p>Which developments do we face?</p> <p>What is the contribution (what are the tasks) of the employee?</p> <p>Which project will the employee participate in?</p> <p>Which skills are required for it?</p>

<b>Cooperation and leadership</b>	
<b>Employee</b>	<b>Team leader</b>
<p><b>REVIEW</b></p> <p>How do I evaluate the precise working situation?</p> <p>How do I see the cooperation with my superior?</p> <p>Were there any tasks which were a real burden to me?</p> <p>Which conflicts bother me at work? Are there any precise examples I would like to address?</p> <p>To which extent is the distribution of work adapted to the different working hours of the persons in the team?</p> <p>Do I have the impression that women and men are equally supported?</p> <p>According to my understanding, are women and men equally responsible at work?</p> <p><b>PLANNING</b></p>	<p><b>REVIEW</b></p> <p>How do I see the precise working situation?</p> <p>Is there anything I should have supported more?</p> <p>Do I realise conflicts? Are there any examples I would / should like to address?</p> <p>To which extent is the distribution of work adapted to the different working hours of the persons in the team?</p> <p>Which measures do I take to avoid interface problems with part-time employees being involved in the team?</p> <p>Are women and men equally supported?</p> <p>Are women and men equally responsible at work?</p>

<p>Which expectations do I have regarding the cooperation with colleagues and superiors?</p> <p>Which forms of cooperation with colleagues are helpful for me?</p> <p>Which support do I need from colleagues / the superior?</p> <p>How is information distributed?</p> <p>How could cooperation be improved?</p> <p>How could processes be improved?</p> <p>Is there any working burden I am unable to cope with?</p>	<p><b>PLANNING</b></p> <p>What is the cooperation in the team really like?</p> <p>To which extent can or should the employee work independently?</p> <p>Which resources does the employee need to perform the tasks?</p> <p>Who can support which kind of expertise?</p> <p>How can I support the employee?</p> <p>How is information distributed?</p> <p>How could cooperation be improved?</p> <p>How could processes be improved?</p>
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<b>Personal working and development objectives</b>	
<b>Employee</b>	<b>Team leader</b>
<p><b>REVIEW</b></p> <p>How do I evaluate the achievement of the objectives agreed on?</p> <p>How do I know that I have (partly) achieved the objective?</p> <p>What was helpful for achieving the objective?</p> <p>What has hindered me to achieve the objective?</p> <p><b>PLANNING</b></p> <p>Which precise tasks should be performed in the upcoming year?</p> <p>Which expectations and requests do I have regarding my professional development?</p> <p>Where do I see myself in 4 years?</p> <p>Which development potential would I like to use in this course of time?</p> <p>Which short-/long-term objectives are taken into account?</p> <p>How do I know that the objective has been achieved?</p> <p>What have I always wanted to give a try?</p> <p>Which resources do I need for achieving the objective?</p> <p>Which obstacles could frustrate the achievement of objectives?</p>	<p><b>REVIEW</b></p> <p>How do I evaluate the achievement of the objectives agreed on?</p> <p>Which factors are essential for this evaluation?</p> <p>To which extent could lacking resources have frustrated the achievement of objectives?</p> <p><b>PLANNING</b></p> <p>Which precise tasks should be performed in the upcoming year?</p> <p>Which perspectives does the employee have for her/his professional development?</p> <p>Which short-/long-term development objectives are taken into account?</p> <p>How do we know that the objective has been achieved?</p> <p>Which resources does the employee need?</p> <p>How do I as a superior deal with waiting periods and re-entry?</p> <p>Which measures do I actively offer for better compatibility of job and family (how?)?</p>

## Hints for the agreement on objectives

- S – specific** (What exactly should be achieved?)
- M – measurable** (How do we know if the objective has been achieved?)
- A – attractive** (Is the objective attractive and demanding?)
- R – realistic** (Is it possible to achieve the objective given the circumstances?)
- T – time limit** (When is the deadline for the objective to be achieved?)

## Professional further development

### Employee

#### REVIEW

Which measures were realised?

What was the benefit therefrom?

#### PLANNING

Which middle-/long-term requests or expectations exist for further professional development?

Which support / further education do I need to perform my tasks at the TU Wien?

Which measures of further education support the achievement of (long-term) objectives?

Which precise steps and measures should be implemented in the following period?

### Team leader

#### REVIEW

Which measures were realised?

What was the benefit therefrom?

#### PLANNING

Which middle-/long-term requests or expectations exist for further professional development?

Which further education does the employee need to perform the tasks?

Which perspectives does the employee have for her/his professional development?

Which further education is recommended for her/him to achieve the objectives?

Which precise steps and measures should be implemented in the following period?