

APPRAISAL INTERVIEW / DEVELOPMENT AGREEMENT FORM

Proposed themes

PhD candidates

The goals of the appraisal interview

All PhD candidates at UiB shall have an annual appraisal interview with their manager.

An appraisal interview is a planned and systematic dialogue. Both parties prepare in advance on topics they would like to discuss. The appraisal interview should be an arena used to plan for the individual's overall work situation in the coming period.

It is therefore important that issues concerning work tasks, collaboration and expectations are clarified.

The appraisal interview requires both good planning as well as honesty for the parties to benefit from the discussion.

For the PhD-candidate

The appraisal interview is not an academic guidance interview and should therefore not be performed by the candidate's supervisor.

The appraisal interview gives you an opportunity to discuss last years' work tasks and achievements.

The appraisal must also include topics as i.e. collaboration, professional and personal development and your career plans.

The appraisal also represents the opportunity for you to influence your current work situation as well as your desired development.

For the manager

The appraisal interview is not an academic guidance interview.

The appraisal is an arena for discussing last years' work tasks and achievements, also focusing on required duties, if relevant.

Other important areas to be covered in this appraisal is collaboration, work environment, professional development and career plans and aspirations.

This represents a solid base (foundation) for analysing causality and identifying areas of development.

The follow-up actions agreed should be included in the development plan (see last part of this form).

This appraisal interview is performed by (the parties):

Date:

What is important for you to cover in this conversation?

1. Follow-up on previous conversation

- Please evaluate the period from our last appraisal.

Key words:

- Research
- Progression
- Mandatory work
- Teacher training
- Half/mid-term evaluation

- Comments, thoughts? Please elaborate.

2. Tasks, goals and plans

- What is most important to you in the coming period?

Key words:

- o Research
 - ✓ Progression
 - o Mandatory work
 - o Teacher training (?)
 - o Half/mid-term evaluation
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- What are your requirements for support during this period, if any?

3. Work environment and collaboration

- How do you experience your everyday work environment?
 - o Academically
 - o Socially
 - o Office-facilities
 - o Lab-facilities
 - o Other
- When relevant: Safety and emergency preparedness whilst on work assignments overseas- comply with UiB and host's regulations
- How do you experience your network within our department and / or the university (size, relevance, quality etc.)?
- The work environment at UiB should ensure the integrity and dignity for all employees. What is your experience regarding work environment in our unit?
Keywords: Psychological aspects, social aspects, inclusiveness, harassment etc.?
- Are you familiar with UiB's guidelines on whistle blowing?

4. Management

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| <ul style="list-style-type: none">- How would you evaluate the academic supervision you receive?
- How would you characterise your relationship with your main supervisor? (any issues you would like to raise?)
- How would you characterise your relationship with your supporting supervisor(s)?
- Are the differences in roles and responsibilities of your supervisors clear to you?
- Any elaboration required?
- Any other issues related to organization and roles requiring elaboration? | |
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5. Phd candidates with non-Norwegian citizenship

Key words to discuss:

- Norwegian work life
 - o Non-hierarchical structure
 - o Informal environment
 - o Language training
 - o Cultural differences

- Are there any issues concerning perceived differences in the above-mentioned areas?

- Work – Life balance
 - o Perceived pressure to work long hours to complete on time?
 - o Social network
 - o Loneliness as opposed to social life at work (perceived pressure to work long hours to complete on time?)

- Other issues?

6. Competence - professional and personal development

- What are your thoughts regarding future career?

- In which of the areas mentioned below do you aim for academic development?
 - o Academic writing
 - o Project work/- management
 - o Academic publishing
 - o Teaching
 - o Communication
 - o Language/culture
 - o Mobility
 - o Network
 - o Other

- Non-academic career aspirations
 - o Research
 - o Non-academic career opportunities
 - o Transferable skills
 - o Gaining skills on innovation/commercialising

Other observations or comments?			
7. Follow-up and development plan	Goals / measures	Responsible	Deadline