

## PREPARATION QUESTIONS FOR EMPLOYEES BEFORE THE ANNUAL REVIEW INTERVIEW

The annual review interview aims at discussing both work-content-based and personal topics, which are important for your professional activity and development.

It is important to come to the interview well prepared, so that you can draw the maximum benefit from it.

As an employee, please reflect in particular on

- which activities you carry out and how satisfied you are with your work,
- what changes would be most important to you to make your work could be more satisfactory,
- what kind of promotion/support you could use to improve your performance in the future,
- which professional goals or change wishes you have.

The following questions can help you to prepare for the annual review interview. The questions are to be understood as suggestions and do not have to be worked through.

### **A. Reflection and achievements since the previous annual review interview**

What were your goals this past year?

What went well this past year?

Which agreement(s) were reached? Were they implemented?

### **B. Work results and feedback**

How satisfied are you with the results of your work?

In which areas could you achieve even better results? With what help would you achieve this? How could your manager support you in this?

### **C. Work situation**

What set of conditions do you experience as supportive for your activity?

What bothers and burdens you?

What ideas do you have to improve your work situation (organisation, equipment etc)?

### **D. Leadership and cooperation**

How do you rate the cooperation?

What do you perceive as particularly positive?

Where are the points where cooperation could improve?

Do you receive sufficient feedback/support/information from your manager?

### **E. Further development/perspectives**

Which further and continuing professional development courses would make your work easier?

What professional development do you aspire to?

### **F. Agreements**

What agreements would you like to conclude with your manager?