

## **Employees**

Checklist to prepare, conduct and follow-up the annual appraisal interview

### **Before the interview**

**Preparation:** Think about your goals or relevant topics for the interview and assess your work performance yourself. Use these guidelines to prepare for the interview, and also the courses offered by the [Human Resources Development Department](#) (e.g. further training, [coaching for employees](#)).

**Agreement of last year:** Check which goals, support, development and training were agreed upon during the last interview.

**Personal data sheet:** Personal data such as holiday allowance, time log, participation in training courses, etc. can be retrieved from the VIS:online application "My annual appraisal interviews" up to 14 days before the agreed meeting date, and up to seven days after the meeting.

### **During the interview**

**Dialogue:** A successful appraisal interview depends on both communication partners contributing actively to the dialogue. Do join the conversation and offer your perspectives.

**Confidentiality and commitment:** The results of the interview are strictly confidential (see documentation and data protection).

**Feedback:** Tips for giving feedback to the manager.

- **Positive feedback** strengthens cooperation and motivation.
- Express **problems and criticism** as concretely as possible, using the "I"-structure (*e.g. I have noticed that ...*) and using examples from everyday work.
- Your **suggestions for improvement** increase the quality of the work results.

**Different viewpoints/ disagreement:** If possible, arrange another interview. Use the time in between to gain new insights, clarify positions and/or, if possible by mutual agreement, contact a trusted third party who will take part in the next interview. Support like coaching can be arranged with the [Human Resources Development Department](#).

**Documenting agreements:** Your signature confirms the results of the interview in the form "Agreement – Annual Appraisal Interview".

### **After the interview**

**Information:** You will receive an e-mail once the manager/supervisor has registered the interview in VIS:online.