

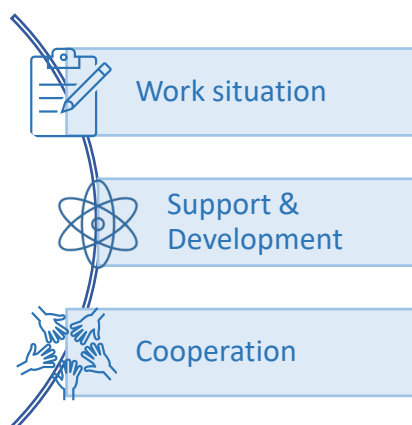
The annual appraisal interview

Goals and topics for discussion

The annual appraisal interview is an important management and development tool, and offers managers and employees a valuable opportunity for further professional and personal development. The annual appraisal helps strengthen competencies and develop professional perspectives; work results are optimized through appropriate personnel development measures and aligned with the strategy of the organisational unit/university.

The mutual, task-related and goal-oriented feedback clearly distinguishes the annual appraisal interviews from routine everyday discussions. The detailed preparation of both discussion partners guarantees this. The managers conduct the discussions as a dialogue, and consequently receive feedback on their leadership style and the working atmosphere.

In accordance with the [mission statement of the University of Innsbruck](#), the annual appraisal interview promotes an appreciative culture of discussion, and supports the compatibility of work and family, as well as a healthy atmosphere at the workplace. Open and honest communication, where both parties have their say, improves work results, supports job satisfaction, reduces misunderstandings, and creates an environment that encourages participation. The annual appraisal interview provides an appropriate framework for discussing the work situation, individual development opportunities and aspects of cooperation.



Conducting the appraisal interview

The annual appraisal interview must be conducted and documented once a year by the management of the organisational unit. If the department is headed by two people (overall manager and administrative/subject supervisor), the interview is usually delegated to the administrative/subject supervisor. However, it is advisable both agree in advance on the topics to be discussed. Delegation must follow standard internal procedures through the official channels and be communicated transparently.

External lecturers and student employees may be invited to annual appraisal interviews, but there is no requirement for this.

In order to guarantee a successful discussion, both employees and supervisors have the option of involving a trusted third party (e.g. a member of the relevant works council, of the working committee on equal opportunities issues or the official representative of employees with special needs). If a trusted third party is involved, the interview partner must be informed in advance, and the interview must be conducted by the managers themselves.

Documentation and data protection

The results of the annual appraisal interview are jointly defined, documented and signed by the participants. Each participant receives a copy. If the subject supervisor conducts the interview, the management of the organisational unit also receives a copy. If the administrative supervisor conducts the interview, the subject supervisor will be informed of any relevant results. If there is a change of management, the form is passed on to the successor.

When documenting the annual appraisal interview, it is possible to enter an educational need that has been identified during the interview in VIS:online. This educational need is anonymously forwarded to the

Human Resources Development Department in order to collect and coordinate common needs and include them in their regular programme.

Legal framework

The legal regulations for civil servants, employees covered by the collective bargaining agreement, and other contractual employees are largely the same, so it is not necessary to treat these groups differently.

However, should the employee request it, topics relating to very personal issues must be excluded from the annual appraisal interview. These are, for example, questions

- about the current state of health, and/or past illnesses
- about pregnancy or future plans concerning family planning
- about trade union activities or a possible works council candidacy.

Other legal provisions

- [Information on the use of holiday allowance](#)
- [Collective bargaining agreement for employees](#)
- [Civil servants and other contractual employees](#)

Advice

For organisational information, please contact the staff of the Human Resources Development Department

- [Mag. Isabella Göschl \(Head\)](#)
- [Mag. Alexandra Brunner-Schwaiger](#)

Questions regarding the [VIS:online application](#) e-mail vis@uibk.ac.at, or our hotline, ext. 23665