Performance review-interaction between manager and employee

According to the KTH collaboration agreement, all employees at KTH have the right to a performance review with their manager at least once a year. The performance review will give the employee an opportunity to discuss their own contribution and gain understanding for its part in a larger context.

The performance review is a well-prepared and systematic structured dialogue between manager and employee, to jointly come up with an individual action and development plan for the employee. The plan provides a support for achieving the operational goals, both overall at KTH and workplace-specific. Employees and managers can work together to develop and improve their work and work processes. All employees are therefore able to influence their development and working group.

Why should we have performance reviews?

The purpose of the performance review is to provide clarity on:

- Business objectives
- The employee’s tasks
- The employee’s and operations competence development needs.
- The manager’s as well as employee’s expectations

Benefit for the manager:

- A deeper knowledge of the employee’s work situation and performance
- Basis for development and planning
- A comprehensive view of the group’s capacity and development needs
- Comments on how the manager acts as a leader

Benefit for the employee:

- Giving feedback concerning their work
- Express wishes on their own development
- Discuss cooperation and relationships with the manager
- Get the manager’s view of their work efforts
- Together with the manager establish personal goals

Mutual benefit:

- Reconciling the operational and employee goals.
- Check the employee’s skills.
- Check that previous goals have been met.
- Establishing an individual development plan
- Discuss health and health promotion actions
Implementation of the performance review

- The manager should schedule the performance review well in advance. Sufficient time should be set aside for the meeting, so that there is an opportunity to summarize and complete relevant questions.

- The performance review should be located in an undisturbed environment.

- The performance review can be conducted using the enclosed template with the questions. This can be used for all staff functions. It should be clear in advance what subject areas to be addressed so that both managers and employees are prepared at the performance review.

- The performance review should be conducted as a dialogue where both parties are active and each question area summarized before moving on to the next.

The performance review concludes by:

- Managers and employees adjust the current job description, if necessary, by using the form "Job description”.

- The manager and employee summarizes the proposed changes or developments on the form "Summary of performance review", which then is signed by both parties.

Follow-up of the performance review is done by:

- The manager carries out their agreement and forwards the proposals for action to the correct recipient.

- The manager follows up the agreements made, and if necessary takes the initiative for a follow up meeting.

- Employees actively follow their part of the agreement by taking the initiative to discuss problems with their manager.

- Each new performance review begins with reviewing the summary of previous discussions.

- Feedback of the number of offered and implemented performance reviews at the institution is given m by the head of the department to the HR ansvarig during the month of June.