Performance review - Questions

1. Follow-up (go through the summary from the latest performance review)
   • How has the performance development in the past year been like?
   • Has the performance development plan been followed? If not - why?
   • Other thoughts and questions

2. Operational goals
   • How well conversant are you with the goals of the school and the department?
   • How do you feel that your work contributes to the goals of the school and the department?
   • Do you believe that there are areas that we could develop / phase out in order to achieve quality goals more effectively?

3. Job assignments and working team
   • What are your thoughts regarding the division of labor between yourself and your colleagues?
   • What do you think I could do better as a manager? What is your opinion regarding my way to lead and support you in your work?
   • What do you think about the way that I delegate responsibility and authorities? How do you think that the cooperation works between us?
   • What do you see as your responsibility and your authorities in your work? Does anything need to be clearer?
   • Do you have any suggestions of improvements regarding the cooperation within our unit?
   • What do you regard as your most important tasks?
   • Is there anything that doesn’t work well? Things which prevents you from achieving the goals in your work? (Organizational and / or psychosocial)
   • How do you perceive your work? When do you think it is fun and works well? When are you not motivated?
   • Is there anything you think could be improved in our physical and psychosocial work environment?
   • Are you given the opportunity to use all your knowledge and skills in your current job?

4. Future and development
   • Do you need additional training or support to better cope with your work?
   • What do you think you can improve?
   • What do you regard as your strengths?
   • What personal goals do you see as relevant to you in the future?
   • How do you see that I, as a manager, can support you and help you reach your development goals and future goals?

5. Concluding the performance review (Summarize the conversation by filling in the template for the performance review)
   • Prioritized areas of work
   • Need for skills development
   • Other changes
   • Other comments