



Guide and questionnaire in preparation for development dialogue

Follow-up

Look back and evaluate what has happened after the previous dialogue. Start from the notes that you and your manager agreed upon after last year's discussion (goals, plans and completed activities). How does it look? Is there anything left undone? Reason?

Preparations and expectations

What is the most important thing you want to take up for discussion and what do you want you to achieve?

Prepare by thinking about your overall work situation. Think about the operational goals and purpose and what you contribute from this perspective. For example, how the work is organized, how well cooperation works, how comfortable you feel at work, and how this affects your role. Consider if you have any suggestions for changes that will meet your operational needs and improve your work situation.

The following points are there to support your dialogue. **Choose and focus on the issues that are relevant to you.** Complement with others you think are important.

Remember that you and your manager share the responsibility for holding a constructive dialogue.

Working tasks

- What tasks work well, less well and which need to be developed?
- For which tasks do you feel most/least motivated?
- Are there any constraints that stop you performing your working tasks well? (What is the funding situation?)
- Feedback from your manager on the above matters.

Organisation

- How do you obtain the information you need? (intranet, email, group meetings, [APT-communication](#)). Do you feel part of operations? How?
- How well does collaboration between units, departments, with KTH centrally work?
- Feedback from the manager on the above issues.

Work situation

- How is your work situation?
- Estimate how you, in percent, allocate your working hours between different areas of responsibility.
- Do you see the need for change? Change of direction? If so how can you contribute to achieving change?
- Feedback from the manager on the above issues.

Work environment/job satisfaction/treatment

- How happy are you at work?
- How do you experience the working climate and your cooperation with your colleagues?

- (How well does contact with the students work?)
- How do you contribute to colleagues/co-workers being happy at work?

Equality and equal opportunities

- How do you experience your workplace from the gender equality and equality point of view?
- Do offensive, racist, sexist or degrading jokes occur? Describe!
- Have you been in situations that are *unpleasant, uncomfortable, incomprehensible, unfair*? Describe!

Code of conduct

- Have you read the Code of Conduct?
- Do you have any thoughts/opinions on its content?

Physical working environment

- How does your workplace function in terms of premises, equipment, systems, lighting, sound, ergonomics?
- Are there any risk factors in your physical work environment?

Health and life situation

- How well does the balance between work and private life work?
- Do you have time for recovery (rest, reflection, other stimulation, sleep)?

Leadership

- How do you experience the relationship between you and your manager?
- In which areas does it work well and in which areas would you like a change?
- Do you receive the guidance you need in your work?
- Do you get the feedback you need?

Other important conditions

- Are there circumstances in your situation that you think your manager should know about, for example, signs of ill health or outside circumstances that affect your work situation?

Plans for the future

The manager will give you an overall picture of operations and explain the context in which the employee is located. Operations' relationships with the environment/outside world.

- How do you regard the operational emphasis?
- What are your long-term ambitions in your job and your employment at KTH?
- What motivates you and drives you?
- What plans do you have?
- How can the organization live up to your expectations?

What skills development do you see that you will need in the years to come?

Salary criteria

- Inform about salary criteria

Other suggestions on questions, see Guidelines for employees covering *government employee, additional jobs, absence report, travel regulations, collaboration*.

What has emerged about the work situation, work content and emphasis and competence development are summarised in a separate document.