

1. Follow-up

When was your last Performance and Development Review?

Have you achieved the goals set in your last development plan?

If not, why?

Have you taken on new tasks since your last Performance and Development Review?

2. Tasks in the past year

Please fill in "Key Task" page 4

What went well, what could have gone better - and why?

Workload - too much, too little, suitable?

3. Working environment

Teamwork – could it be better? (colleagues, management, other work-related relations)

Physically and mentally well-being?

Tone and atmosphere?

What do YOU do to improve your working environment?

How can communication and information improve:

- Between you and your manager?
- In the group?

What can you do, what can your manager do?

Do you need more information to improve your performance?

4. Future tasks

Are you satisfied with your tasks?

Tasks you would like to hand over?

Do you know the department's goal and values?

Do you know your manager's expectations to you?

5. Your development

What do you need to fulfill your duties in future?

Expectations to your future in and outside your group?

6. Any other business

Skills not put into use in your daily work?

Other matters to discuss of more personal character?

VIP only

Audit of your teaching portfolio

Development plan for the year to come

Employee: _____

Manager: _____ Group: _____

We agreed on:

New tasks short term:

New tasks long term:

Courses etc.:

Other plans:

Date: _____

Signature, employee _____

Signature, manager _____

This document is a confidential agreement between you and your manager. Save it until your next PDR.

Employee: _____

Key tasks:

Name your most important current key tasks:

	Task	Time spent (%)
1		
2		
3		
4		
5		
6		
7		
8		