

## Overview of preparation forms adapted to staff groups at the Faculty of Science

Preparation for performance and development review	Units				
	Employee group	BI	BMB	FKF	IMADA
Permanent academic staff	<ul style="list-style-type: none"> <li>• Short-term research goals</li> <li>• Long-term research goals</li> <li>• Teaching</li> <li>• Administrative tasks</li> <li>• Positive aspects of work assignments</li> <li>• Improvements of work assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Positive aspects of job functions</li> <li>• Improvements of job functions</li> <li>• Goals and wishes</li> <li>• Collaboration in group or institute</li> <li>• Personal conditions</li> <li>• List of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Positive aspects of job functions</li> <li>• Improvements of job functions</li> <li>• Goals and wishes</li> <li>• Cooperation within the group or department</li> <li>• Personal considerations</li> <li>• List of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Work assignments so far</li> <li>• Working conditions and cooperation</li> <li>• Work assignments in the future</li> <li>• Development</li> <li>• Personal considerations</li> <li>• List of tasks</li> </ul>	-
Postdoc	<ul style="list-style-type: none"> <li>• Goals and wishes for career</li> <li>• Supervisor/Research leader</li> <li>• Teaching</li> <li>• Other relevant topics</li> <li>• List of assignments</li> </ul>				-
PhD	<ul style="list-style-type: none"> <li>• Positive aspects of work assignments</li> <li>• Improvements of work assignments</li> <li>• Supervisor/Principal investigator</li> <li>• Goals and wishes</li> <li>• List of publications</li> <li>• Teaching</li> <li>• List of assignments</li> </ul>	<ul style="list-style-type: none"> <li>• Status of the PhD course</li> <li>• Status of courses, change of environment, stays abroad</li> <li>• Positive aspects of job functions</li> <li>• Improvements of job functions</li> <li>• Supervisor/Principal investigator</li> <li>• Educational development</li> <li>• Well-being and work environment in general</li> <li>• Future plans</li> <li>• List of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Status of the PhD course</li> <li>• Status of courses, stays abroad or at other research institutions</li> <li>• Positive aspects of work and research</li> <li>• Improvements of work and research</li> <li>• Supervision</li> <li>• Teaching</li> <li>• Your well-being and work environment</li> <li>• Plans after PhD-degree</li> <li>• Current tasks</li> </ul>	-	

<p>Technical and administrative staff</p>	<ul style="list-style-type: none"> <li>• Positive aspects of job functions</li> <li>• Improvements of job functions</li> <li>• Goals and wishes</li> <li>• Cooperation within the group or department</li> <li>• Personal considerations</li> </ul>	<ul style="list-style-type: none"> <li>• Positive aspects of job functions</li> <li>• Improvements of job functions</li> <li>• Goals and wishes</li> <li>• Collaboration in group or department</li> <li>• Personal considerations</li> <li>• List of tasks</li> </ul>		<ul style="list-style-type: none"> <li>• Work assignments so far</li> <li>• Working conditions and cooperation</li> <li>• Work assignments in the future</li> <li>• Development</li> <li>• Personal considerations</li> <li>• List of tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Positive aspects of job functions</li> <li>• Improvements in job functions</li> <li>• Cooperation and management</li> <li>• Goals and wishes</li> <li>• Well-being and working environment</li> </ul>
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