# Preparation for performance and development review for PhD-students, IMADA

The primary objective for the performance and development review for PhD-students is to illuminate conditions pertaining to the PhD-student’s employment and work satisfaction, including work- and research tasks, collaborative projects and general well-being as well as more long term career plans.

Conditions pertaining more specifically to the professional progression of the project and the PhD-training program sort under your supervisor and the head of the PhD-school respectively.

|  |  |
| --- | --- |
| Date of review: | Reviewer (study committee representative): |
| Place: | PhD-student: |

*Please fill in the following forms page 1 and 2 and return no later than two days prior to the review to the person conducting the review. The form on the last page is to be filled out during or after the review by the PhD-student and copies given to the reviewer and the department.*

|  |  |
| --- | --- |
| Status for the PhD? (time plan, research, teaching, plans for the future) |  |
| Status for courses, stays abroad or at other research institutions, other activities? |  |
| What is positive about your work and research? (what pleases you?) |  |
| What can be improved in your work and research? (What bothers you?) |  |
| Are you satisfied with the supervision you receive and your relation with your supervisor? |  |
| Are you satisfied with your performance and development as a teacher? |  |
| Your well-being and work environment in general? |  |
| What are your plans for the future after having obtained your PhD-degree? |  |
| Other issues/questions/ideas/suggestions? |  |

|  |  |
| --- | --- |
| Current tasks  (List your current tasks (a maximum of 8) and the estimated time out of your total work hours you spend on them.) | |
| Tasks | % of the total workload |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |
| 8 |  |

Minutes and plan for the coming years’ developmental track  
(performance and development review for PhD-students)   
(date/year\_\_\_\_\_\_\_\_\_\_)

|  |  |  |
| --- | --- | --- |
| PhD-student | Reviewer (Study Committee representative) | Department |
| Comments concerning work for the coming year: | | |
| Expected development for the coming year: | | |
| Activities as agreed in the review: | | |
| Other: | | |

Date PhD-student Reviewer

The forms can also be brought in to the following year’s review as a reference point.