

MUS AT SDU – who does what and when?

BEFORE

Ensuring broad involvement and co-determination

- The Liaison Committee follows up on the previous year's MUS and skill plans and establishes guidelines for the organisation of the next year's MUS.
- Management teams meet and discuss the focus of the annual performance and development reviews, including strategic direction and resources for skills development.

Initiating the MUS process – e.g. at a staff meeting

- Management encourages managers and staff to prioritise MUS in terms of preparation, interview and follow-up.
- Management specifies SDU's goals and strategies in relation to MUS and specific work tasks.

Written material about MUS

- Management provides info about the MUS material and guidance on how to use it, incl. who is responsible for what.

Agenda for the specific MUS

- The topics to be discussed at the specific MUS are agreed.

Booking of time and place

- It is agreed who will organise the MUS, how much time will be set aside and a suitable room will be booked.

Preparation

- Based on the chosen topics, the manager and the employee prepare for a discussion of work tasks over the past year and wishes for the coming year.
- Both parties consider development objectives, the development plan and skills development opportunities

Responsibility

Management

Staff

Liaison Committee

AFTER

Initiate activities

- Management informs staff about the activities organised within the unit and across units.
- The employee is responsible for initiating their own activities once these have been approved.

Follow-up

- Manager/employee (depending on agreement) convenes a follow-up interview/mini-MUS.
- Management follows up on collective activities in the units.

DURING

Minutes

- In principle, it is the manager's responsibility to take minutes, but it can also be agreed that the employee does so.
- Agree on whether the minutes are confidential or can be given to a new manager/TR.

Skill plan

- Agree who will draft the skill plan for the employee and the procedure for approval and follow-up