

 **Samtalsmall**

**EMPLOYEE PERFORMANCE MEETING: QUESTION GUIDE**

|  |
| --- |
| **FOLLOW-UP ON PREVIOUS EMPLOYEE PERFORMANCE MEETINGS****Work duties**Use any documentation produced at previous employee performance meetings for the **employee professional development plan.** Have the work duties of the employee changed? **Employee professional development plan**How have things gone? What has been done/achieved? Has the employee achieved results in areas that were not included in the plan? Did the employee receive sufficient support? Did the employee have sufficient resources? Document the results in the form. **Follow-up**Conduct a follow-up on how the employee has met the performance criteria as stated in the salary policy *(lönepolicyn)* or discuss other criteria that are important in their department. |
| **JOB DESCRIPTION**Consider the objectives of the *verksamhetsuppdraget* and the objectives set for the year by the department/school. Does the same job description still apply for the employee? Are the same work duties still relevant? Document the information. |
| **EMPLOYEE PROFESSIONAL DEVELOPMENT PLAN**  What needs for personal and professional development does the employee have? What support/resources does the employee require to meet these? What thoughts does the employee have for development in the long term? What competence does the employee have that is not being put into use? Document this in **the Employee Professional Development Plan**.  |
| **OTHER QUESTIONS****Sense of well-being/job satisfaction**Does the employee enjoy their work? |
| **Support from immediate manager**What does the employee have to say about their immediate manager when it comes to such subjects as cooperation, support and feedback, and information?Ideas for questions:1. In what ways do I (your immediate manager) help you that you appreciate?
2. In what ways do I (your immediate manager) help you that you do not appreciate?
3. In what other ways can I help you?
 |
| **Collaboration/work with the group/departmental and interdepartmental**How does the employee describe their collaboration and work with fellow colleagues? Does the employee receive support and assistance when they require it? Does the employee contribute to a positive work environment? |
| **Physical work environment**What does the employee have to say about the physical work environment: premises, their workstation, equipment, common areas, etc.? |
| **Psychosocial work environment**What does the employee have to say about the balance between work and leisure? Does the employee say they feel stressed because of work? |
| **Suggestions for improvement: within/outside their area of work**Can the employee suggest anything that can improve the quality of their work? |
| **Other issues (that the employee wants to address)**The employee can decide if they want to talk about any private issues. (It can be useful to discuss anything that might affect their work.) |
| **EVALUATION**How has the employee lived up to the performance criteria as prioritised in the salary policy *(lönepolicyn)* and other criteria set by the department for the year? Ask the employee to state what has gone well and what has not gone so well this year. Ask the employee to provide real examples. Identify areas of development and document these in **the Employee Professional Development Plan**. |
| **SUMMARY**To conclude, the immediate manager summarises the meeting with thought given to work duties/job description and the Employee Professional Development Plan agreed to in the meeting. If questions emerge during the meeting that need further discussion or that require action to be taken elsewhere in the organisation, then it is important to agree on who should be informed and how the information should be shared. |