Appraisal interview

**Before the meeting:**

* Prepare yourself for the meeting in advance. Fill in Part B (group member) or Part C (responsible professor); focus on the points that are relevant to you; add additional points as needed
* Identify the points you want to focus on during the meeting and mark them
* If you are a doctoral student and do not yet have a second advisor or doctoral committee set up: think about possible names and look up all relevant deadlines for submitting them
* Bring the form to the meeting

**During the meeting:**

* Both group member and professor name the points that they want to focus on
* Discuss these points
* Fill in Part A and write down tasks that you identified during the discussion; sign Part A

# Part A: to be filled in together

Group member:

Professor:

Co-supervisor (if applicable):

Date:

Next meeting in \_\_\_ months (max. 12)

* Did the group member take sufficient vacation?
* If the appraisal interview takes place in the fall: Are all remaining vacation days logged into ETHIS?
* Until when is employment planned?
* What is the funding source for the project? What implications does this have?

For doctoral students:

* Who is the second advisor?
* Who is in the doctoral committee?
* What is the planned date of the thesis defense?

# Todos (tasks identified during the discussion)

|  |  |  |
| --- | --- | --- |
| Who? | What? | Until when? |
|  |  |  |

Parties sign that they agree on Part A. [Parts B and C serve as personal notes for the discussion.]

|  |  |  |
| --- | --- | --- |
| Group member signature | Professor signature | Additional supervisor signature |
|  |  |  |

# Part B (filled in by group member before meeting)

Assessment of the past year (focus on the most important points in each question and give details in the sections below)

|  |  |
| --- | --- |
| Most important successes |  |
| Most important cases where expectations were not met |  |
| Enjoyable aspects |  |
| Complicated aspects |  |

Progress of the research

|  |  |
| --- | --- |
| What is the key research finding from the past year? |  |
| Is the progress to date as planned (doctoral students: cf. research plan)? If not, why? |  |
| Were there difficulties in the project? How did you deal with them? |  |
| Remaining challenges or difficulties (acquiring skills for project, obtaining external resources etc.) |  |

Progress of the development of skills and competences (see also separate list of competencies)

|  |  |
| --- | --- |
| Which competencies have you developed well? |  |
| Which competencies could you further strengthen? |  |

Personal feedback to professor

|  |  |
| --- | --- |
| What is positive? |  |
| What is difficult? |  |
| Quality and quantity of meetings between group member and professor |  |

Goals for the next year

|  |  |
| --- | --- |
| Scientific goals for next year |  |
| Planned conferences and (summer-) schools |  |
| Planned manuscripts (discuss authorships) |  |

Teaching and additional tasks

|  |  |
| --- | --- |
| Comment on teaching load and additional tasks  |  |

Course work

|  |  |
| --- | --- |
| Comment on past and/or planned activities |  |

Good citizenship: What were your most significant contributions to …

|  |  |
| --- | --- |
| … the group?  |  |
| … the department? |  |

Career plan within academia outside of academia

|  |  |  |
| --- | --- | --- |
| Short term (right after current position) |  |  |
| Long-term (in 5 years) |  |  |
| What could be done now to help realize your plans?  |  |  |

# Part C (filled in by professor before meeting)

Assessment of the past year (focus on the most important points in each question and give details in the sections below)

|  |  |
| --- | --- |
| Most important successes |  |
| Most important cases where expectations were not met |  |
| Enjoyable aspects |  |
| Complicated aspects |  |

Progress of the research

|  |  |
| --- | --- |
| What is the key research finding from the past year? |  |
| Is the progress to date as planned? If not, why? |  |
| Were there difficulties in the project? How did you deal with them? |  |
| Remaining challenges or difficulties (acquiring skills for project, obtaining external resources etc.) |  |

Progress of the development of skills and competences (see also separate list of competencies)

|  |  |
| --- | --- |
| Which competencies has your group member developed well? |  |
| Which competencies could your group member strengthen? |  |

Personal feedback to group member

|  |  |
| --- | --- |
| What is positive? |  |
| What is difficult? |  |
| Quality and quantity of meetings between group member and professor |  |

Goals for the next year

|  |  |
| --- | --- |
| Scientific goals for next year |  |
| Planned conferences and (summer-) schools |  |
| Planned manuscripts (discuss authorships) |  |

Teaching, additional tasks, and good citizenship

|  |  |
| --- | --- |
| Comment on teaching load and additional tasks |  |
| Comment on contributions to the group and department |  |  |

Course work and personal development

|  |  |
| --- | --- |
| Comment on past and/or planned activities |  |