

1. Review

1. For which activities did you spend most of your time at work during the last year? This is primarily not a formal question but a question of real work and workload. The focus should be on activities within your working environment, but also on work in committees.
2. Are your responsibilities and competences well defined? If available, do you know your job description?
3. Have you been able to perform your tasks? What has worked out well? Is there room for improvement? In retrospect, are there aspects or processes that require a detailed discussion with your supervisor? Would you like to suggest measures (organisational, structural, technical), that would make the work in your group/the institute more efficient?
4. Are you yourself content with the results of your work? Are there reasons for malcontent? Which factors have promoted/hindered the efficient performance of your work?
5. Are you satisfied with the arrangement of your place of work? In your opinion, are there safety risks or health hazards in your workplace?

2. Cooperation

1. Which tasks should the head of institute/group perform? How should that be done? What is your experience regarding:
 - Scientific and professional supervision
 - Distribution of information
 - Organisation and efficient management of meetings
 - Coordination and delegation of tasks
 - Clarification of open questions
 - Timely decisions and involvement of others in decisions
 - Handling of conflicts
 - Supervision and feedback concerning performance
 - Support of co-workers
2. Which aspects of the cooperation with your supervisor should be changed, which should be left as they are?
3. How would you rate the cooperation with:
 - Your colleagues?
 - If applicable: your own co-workers?
 - Other organisational units (e.g. Institutes/Groups, deans offices, service institutions at our university)?

If necessary, how could the cooperation be improved? What would you like to change?

4. What is your experience with students and external partners? Is there a need for change?

3. Outlook

1. Which information do you want to obtain during the appraisal interview? E.g.:
 - Are you informed about the medium and long term strategy and lines of development of the institute and/or your group?
 - Are you informed about present and future changes in your work environment , e.g. projects, changes of staff, new rules and regulations?
 - Do you always understand the significance of tasks assigned to you?
2. What are your goals for you and your working environment for the coming year and what are the medium term (3-5 years) perspectives?
3. Which opportunities do you see for independent research and for academic qualification, e.g. PhD thesis, „Habilitation“ (lines of research, cooperation with researchers outside our university, grants, presentation of results)? What are the reasons for selecting this focus? Where would you need more freedom to pursue your own Research?
4. Are you interested in activities outside research and teaching (e.g. public relations?)
5. What prerequisites (material, instruments, personnel, time, competences) do you need to pursue your goals? What are the limitations (e.g. due to occupational safety rules, limitations of space, lack of equipment)?
6. How do you see your career development, also after the completion of your thesis or the end of your appointment?

4. Personal development

1. Would you like to participate in courses or continuing education events? Which?
2. Would you like to visit an external institution for an extended period, e.g. to learn a new scientific method?