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| Form for one-to-one work dialogue Technical and administrative staffSee also online information about one-to-one work dialogue for [employees](https://www.uio.no/english/for-employees/employment/performance-assessment/index.html) and [managers](https://www.uio.no/english/for-employees/support/human-resources/hr-followup/performance-assessment/). |
| The dialogue is undertaken by, with whom  |  |
| Date of dialogue |  |
| 1. **Follow-up and the conclusions of the previous one-to-one work dialogue**
 |
| * How do you assess the review period?
* Which of the expectations/goals agreed during the last period have been achieved?
* Which expectations/goals have not been achieved, and why?
 |
|  |
| Tasks, goals and work plans  |
| * What do you see as your key work duties for the coming period?
* Could the work duties be distributed in a better way? If so, how?
* What other work duties could you consider performing?
* How is your workload?
 |
|   |
| 1. **Management**
 |
| * How does our relationship as manager and employee function? What can be improved, and what functions well?
* Are you given sufficient time to discuss your work situation and duties with me?
* Are there any other issues that you would like to address regarding the management of this unit?
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| Working environment and collaboration |
| How do you experience your working and professional environment?How is the collaboration between you and your colleagues? What conditions affect your work situation positively or negatively?Have you experienced inappropriate behaviour in the context of your work at UiO?If the answer is yes:What did the behaviour consist of?How can I best support you?If you were to get into a situation like this, do you know where and who to take up the issue with?Do you have any proposals for improvement of the working environment? |
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| ****Supplement for employees who reach the age of 60 in the current year****Read about senior appraisal interviews on the ‘For employees’ pages: <https://www.uio.no/english/for-employees/support/human-resources/hr-followup/senior-policy/>  |
| * How can we make the best use of your experience and skills?
 |
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| 1. **Competence – professional and personal development**
 |
| * How did you benefit from the training undertaken in the last period, if any?
* What do you see as your needs for academic development?
* How can you/we share knowledge with others?
 |
|  |

**Follow-up and development plan**

**One-to-one work dialogue between** ...........................................................
 **and** ................................................

**Date** …………………………………

**Unit** …………………………………

|  |  |  |
| --- | --- | --- |
| **Goals/measures** | **Responsible** | **Deadline** |
| **1. Performance goals for the coming period** |  |  |
| **2. Competence – needs for academic and personal development** |  |  |
| **3. Other issues** |  |  |

**Manager** ………………………………… **Employee** …………………………………

(signature) (signature)

**Next dialogue date** ………………………………….