|  |
| --- |
| Form for one-to-one work dialogue Doctoral research fellowSee 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?
 |
|  |
| Tasks, goals and work plans  |
| * What do you see as your key work duties for the coming period?
* How do you plan to achieve these?
* What skills do you practise to reach the goals?
 |
|   |
| 1. **Management**
 |
| * How well does our relationship as manager/doctoral research fellow function?
* What functions well, where is there room for improvement?
 |
|  |

|  |
| --- |
| 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? |
|  |

|  |
| --- |
| ****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?
 |
|  |

|  |
| --- |
| 1. **Competence – academic and personal development**
 |
| * In what areas do you wish for personal and/or academic development?
* What plans and goals will be essential to set for the next period?
* What are your ambitions in the years ahead?
 |
|  |

**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** ………………………………….