**SUPPLEMENT GUIDE TO APPRAISAL INTERVIEW**

This supplement guide is to help the leader consider topics and questions relevant for each individual conversation.

### FOR ACADEMIC EMPLOYEES

**Career development:**

All academic employees are offered the opportunity to develop a written career plan relevant for the university core areas: research, education, innovation and outreach.

The career plan is to be developed in a separate meeting (see template) but should be followed up in the appraisal interview:

* What kinds of goals and work is the employee currently working on?
* How is the work progressing/developing?
* What can be arranged for the employee to succeed with the work? (Both from the leader’s and the employee’s standpoint?)

### FOR SPECIFIC TARGET GROUPS

**For academic employees supervising PhD-candidates or postdocs:**

* How is the supervising going?
* What works well? What has been challenging?
* The conversation should also revolve around topics such as networking and career paths.

**For senior employees:**

* Does the employee have any thoughts or views regarding changes or adaptations in current or future working conditions?
* How can NTNU make use of the employee’s expertise and experience in best possible way?

**For international employees (about cultural understanding and integration):**

* How does the employee experience to be part of the Norwegian work life?
* Does the employee need help with information or practical solutions regarding issues outside the workplace (such as residence permit, housing, family situation, social network etc.)?
* How can the employee contribute in developing own and others’ cultural understanding?
* What specific challenges / areas of improvement should be addressed and how?