Appraisal interview guide

**Implementation, tasks and goals**

|  |
| --- |
| What do you consider your most important tasks and deliveries since the pervious appraisal interview? |
|  |
| What tasks and deliveries are you most satisfied with? What have been significant challenges? |
|  |
| What are important work tasks and deliveries in the close future (1-3 years)? |
|  |
| How do you wish to develop your career? (Alternatively prepare your own career plan.) |
|  |

**Leadership**

|  |
| --- |
| What expectations do you have of your leader? |
|  |
| What expectations does the leader have of you? |
|  |

**Motivation, work environment and balance work and private**

|  |
| --- |
| What motivates you in your work? |
|  |
| How do you contribute to a positive work environment and good cooperation? |
|  |
| How do you experience the work and home/leisure balance? |
|  |

**Assessment**

|  |
| --- |
| Follow-up moments for the coming period: |
|  |

The leader and employee agree on assessment from the interview, both parties are responsible for following up. The written assessment must be stored in a safe place. See guidelines for [storing files and documents](https://innsida.ntnu.no/wiki/-/wiki/Norsk/Lagring+av+filer+og+dokumenter) on Innsida (information in Norwegian).