Appraisal interview guide

**Implementation, tasks and goals**

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

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| What expectations do you have of your leader? |
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| What expectations does the leader have of you? |
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**Motivation, work environment and balance work and private**

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

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| Follow-up moments for the coming period:  |
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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%2Bav%2Bfiler%2Bog%2Bdokumenter) on Innsida (information in Norwegian).