**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 dissemination.

The career plan should be developed in a separate meeting (template) and followed up in the appraisal interview:

* What kinds of goals and assignments 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?)
* What are the signs showing that the goals and measures are fulfilled?

**Internationalization:**

* How does the candidate work with internationalization?
* Does the candidate wish to stay abroad?

### FOR SPECIFIC TARGET GROUPS

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

* How is the supervision going?
* What works well? What has been challenging?
* How does the employee supervise regarding career development and networking?
* How does the employee supervise regarding internalization?

**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 being 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?