|  |
| --- |
| Form for one-to-one work dialogue Academic staff See 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**
 |
| * What has happened since the last dialogue?
* Which of the goals set then have been achieved?
* Which goals have you been unable to achieve?
 |
|  |
| Tasks, goals and work plans  |
| 1. What has been achieved in these areas?
* research
* teaching
* dissemination
* innovation
 |
|  |
| b. What do you see as your most important work duties for the coming period?* What would you like to prioritize in the next period?
* Could the work duties be distributed in a better way?
* What functions well?
* What could be improved?
 |
|  |
| 1. **Management**
 |
| * How does our relationship as manager and employee function? What can be improved, and what functions well?
* Are you given sufficient time to discuss your work situation and duties with me?
* Are there any other issues that you would like to address regarding the management of this unit?
 |
|  |

|  |
| --- |
| 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 your work context?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** ………………………………….