**Annual Talk: Preparation Sheet**

**Notes**

This sheet serves as **preparation** for the annual talk. It remains solely with you and is only for your personal preparation.

The listed topics are intended to provide you with **suggestions and assistance** and are **not** to be understood **as a rigid program of questions.** You therefore do not have to deal with every question listed. Nor do all questions have to be discussed every year.

**A Review**

**Possible topics and questions:**

* How was the last year for you overall?
* What do you remember as the highlight of the past year?
* What particular challenges did you face in your work last year?   
  What difficulties did you have to overcome?
* What personal development opportunities were there?

**Review:** Your notes / perceptions / feedback

**B Scope and organization of work**

**Possible topics and questions:**

* **Tasks**: Which tasks were the main focus of your work last year?
* **Results**: Which task-related goals were achieved and which were not? (see last year's minutes if applicable) What were the reasons / obstacles for this?
* *Variant Doctoral candidates:* What is the status of the dissertation project? Which conferences have been attended? Which publications have been worked on and what is the current status?
* **Satisfaction**: How satisfied are you with your tasks in general? What do you like most? What do you find difficult? How satisfied are you with the results of your work?
* **Requirements**: How do you rate the workload in general? Do you feel particularly challenged or even overwhelmed in certain areas? Would you like more demands or challenges in other areas?
* **Work organization**: Are the work processes well organized or planned?

**Task area / work organization:** Your notes / perceptions / feedback

**C Working environment**

**Possible topics and questions**

* **Workplace design**: How satisfied are you with the general conditions at your workplace?
* **Equipment**: Is there adequate equipment with technical aids and work materials?
* **Working time arrangements**: How satisfied are you with your working time arrangements?
* **Compatibility of family and career**: To what extent do working time arrangements etc. suit your family situation? Do you see any room for improvement with regard to the compatibility of family and career?
* **Burdens**: Are there any particular burdens in terms of working hours or location?

**Working environment:** Your notes / perceptions / feedback

**D Leadership and cooperation**

**Possible topics and questions:**

* **Cooperation between manager and employee**: How do you feel about our collaboration? What can we both improve?
* **Exchange of information**: In which areas is the exchange of information good, and in which areas can we both improve the exchange?
* **Degree of freedom**: How do you evaluate your scope of action and decision-making?
* **Communication**: In which situations do we get on well with each other? How can we both improve our communication?
* **Cooperation with colleagues**: How does the collaboration with colleagues work? How satisfied are you in the team?
* **For employees with a line manager function**: How do you feel about working with your employees? How can you improve cooperation with them?

**Leadership and collaboration -** your notes / perceptions / feedback

**E Outlook**

**Possible topics and questions**

* **Outlook**: What is particularly important to you for the coming year?
* **Work tasks**: What tasks are on the agenda for the coming year? What should be achieved?
* *Variant Doctoral candidates*: What steps in the dissertation project are planned for the coming year? What conference contributions, publications, project work or collaboration on proposals etc. are planned?
* **Desire for change**: Which tasks would you like to work on more / additionally? Are there areas in which you would like to take on more responsibility? What qualifications may be required for additional tasks?
* **Support**: What support can I / can the university offer?
* **Further and advanced training / personnel development**: In which areas can your skills be expanded through further education and training? In which areas would you like to develop further and what measures can be considered?
* **Future developments and tasks**: What changes or developments will we face in the long term? How can we prepare for them? How can I support you as a manager?

**Outlook:** Your notes / perceptions / feedback