



## Annual Review (MAG)

# Meeting guidelines for annual review meetings (MAG) for staff members

Dear colleagues,

You will have an annual review meeting (FK) with your supervisor the near future. The meeting is an important contribution to shaping the content, working relationships, work goals, and the working environment at the University of Hohenheim. In order for the meeting to be an open dialogue that is beneficial to all parties, it is important that you take sufficient time to prepare. This guide is intended to support you in this process by providing orientation and assistance for both planning and conducting the MAG.

### What topics are discussed?

1. Work tasks - working conditions
2. Cooperation between staff member (MA) - supervisor (FK) and staff member - colleagues
3. Professional development and qualification

In each topic area, there are specific questions to help you start talking about the different aspects of each topic. As part of your preparation, it makes sense to answer the questions for yourself and to record important keywords on the form. You can then take these notes with you into the conversation to help you remember important points.

*Occasionally, the MAG is also carried out with research associates. In order to take into account the questions from this partially different work context, special questions for this target group are added to the respective block of questions.*

### **What are the goals of the MAG?**

- Appreciative mutual feedback between FK and MA
- Rethink the work of the MA, the MA-FK cooperation, and the leadership behavior of the FK
- Discuss the MA's individual development
- Take up ideas and suggestions of the MA
- Improve work processes, increase satisfaction

### **Conditions**

- The talks always take place in the first quarter of the year.
- They take place by arrangement on campus or online.
- The date for the MAG is arranged by the FK. The FK invites the MA to the MAG.
- The date must be announced at least one week in advance to allow sufficient time for preparation.
- Care must be taken to ensure that the meeting takes place in a pleasant and confidential atmosphere.
- Both conversation partners must ensure that the conversation is free of disruptions (no telephone calls, no working on emails, etc.).
- The MAG should provide opportunities to agree on specific steps and actions. By mutual agreement, these are recorded on the MAG feedback sheet.

We wish you success and a constructive conversation!

Your Personnel and Organizational Development Unit

# **1. Work tasks -- Working conditions**

## **Work tasks**

### **General questions:**

1. Looking back, what were my main areas of work?
2. What went particularly well, and what was less successful?
3. Did my supervisor communicate the work objectives (content and deadlines) to me in good time and was the information required to process the work tasks also available to me?
4. Was I able to implement/process the agreed work tasks - what was helpful in doing so, what made things more difficult?
5. Do the work tasks offer me sufficient scope for independent, autonomous action? Do I actively use this scope?
6. Do I know my customers or clients and their requirements?
7. Do I actively contribute with suggestions for change and/or ideas for improvement? How can my supervisor motivate and support me even more?
8. Were there situations in which work products had to be redone or revised? How can my supervisor support me so that this does not happen again, if possible? What have we learned from this situation as a team?
9. In retrospect, how useful is my participation in specific events (conferences, training sessions, etc.) in terms of practical application of what has been learned?  
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10. How am I integrated into the "scientific community" (publication output, participation in conferences, etc.)?
11. How is teaching and contact with students?

## **Working conditions**

### **General questions:**

1. Do I or my supervisor work (partly) from home? How is the communication between my supervisor and me or colleagues during this time?
2. Is the split between mobile work and office appropriate and adequate for the work tasks?
3. Are there personnel, organizational, and/or technical difficulties and problems in the work environment that make work difficult for me? Do I have any suggestions for changes?
4. Is the equipment of the workstation/laboratory (office and mobile work) sufficient, are all necessary resources available?
5. How am I doing with my work in terms of quantity and quality?
6. How is my satisfaction with my work-life balance?

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7. How is my working time distributed among research, teaching, and organization/administration?
  8. How is my working time distributed between provision of internal services and organization/administration?

## **2. Cooperation**

### General questions:

1. How do I experience the cooperation with my supervisor? Where does cooperation work well and where and why do problems occur?
  2. How does my supervisor experience cooperation with me? Where does cooperation work well and where and why do problems occur?
  3. Has the cooperation between my supervisor and me changed due to increasing digitalization (mobile working, etc.)? Do we need further or more concrete agreements on this?
  4. Does my supervisor inform me about important matters promptly and sufficiently? Is my independent work guaranteed?
  5. Does my supervisor listen to my suggestions and, if possible, involve me in the decision-making process?
  6. Does my supervisor recognize my performance both within the team and to others?
  7. Does my supervisor give me constructive feedback on the quality of my work?
  8. Does my supervisor treat me fairly and with respect?
  9. Does my supervisor support me, especially in difficult situations? (e.g. through time resources, feedback, material resources, etc.)
  10. How is my cooperation with my colleagues in my own organizational unit? Where does cooperation work well and where and why do problems occur?
  11. Has the cooperation between me and my teammates changed due to increasing digitalization (mobile working, etc.)? Do we need further or more concrete agreements on this?
  12. How is my cooperation with my colleagues outside of my own organizational unit? Where does cooperation work well and where and why do problems occur?
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13. How is my networking on campus, e.g., participation in joint (third-party funds) projects?

## **4. Professional development and qualification**

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### General questions:

1. Am I aware of the goals of my own field of work and those of the superordinate organization (unit) for the current year, so that I can derive qualification needs or opportunities for myself?
  2. In coordination with the goals of my organization, what are my personal goals?
  3. Where do I see my professional and interdisciplinary strengths and talents? What measures are available to support these?
  4. Do I feel that I can properly use my skills and strengths in the context of the current job?
  5. Am I interested in serving on committees or taking on specific functions?
  6. Do I see professional development opportunities (e.g. further activities, taking on special tasks/projects...) for me? If so, which ones?
  7. Does my supervisor see professional development opportunities for me? If so, which ones? How can they support me in achieving these goals?
  8. What can I do to strategically advance my professional development or to maintain my qualifications?
  9. What further education/qualification is possible for me with regard to the current or future requirements at my workplace? Which of these should be done and when?
  10. What can be done so that my team can also benefit from my individual knowledge and experience? Knowledge transfer to colleagues?  
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  11. What professional development opportunities do I see for myself, particularly with regard to the decision "career in the academic system or outside the academic system"? Where does my supervisor see me?
  12. What are the requirements to achieve these career goals? How can task assignments be made to further develop the required skills?
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