



FORM FOR REVIEW TALKS

Employee:

Supervisor:

Date:

Select the questions you want to answer below. Our only hope is that you complete the motivation curve in item 1, since it is a very good opening for the review talks.

The deeper you enter into each question, the easier it will be for you to carry out your review with your superior. Single-word answers without explanations are not useful.

1. Draw a motivational curve to describe how you experienced the past period in your work. Describe the different stages of the curve.
2. Profile questions
 - a. How motivating is your work to you?
 - b. How well do you feel connected to the working community?
 - c. Are you satisfied with your working environment?
 - d. Would you rather make decisions on your own or with a group?
 - e. Do you feel the need for moral support, e.g. for coping or burn-out?
 - f. Do you need activities to support your physical health, such as massage, stretching, etc, from your workplace?
3. General questions
 - a. To which key area at the department do you consider yourself to belong?
 - b. How have your duties changed during the past 12 months?
4. Motivation
 - a. How do you visualize your career advancement?
 - b. How could your work be made more motivating?
 - c. What kind of difficulties have you encountered in your work?
 - d. Do you have any suggestions for improving the general well-being at the department?

Tietojenkäsittelytieteen laitos
Matemaattis-luonnontieteellinen tiedekunta

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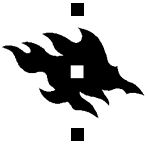
5. Goals and skills that have been realized during the past year

- a. What were your goals listed for the last review and have they come true?
- b. What have you been teaching and how has your teaching gone?
- c. What kind of course feedback have you received?
- d. What research have you carried out?
- e. What have you published?
- f. What conferences, workshops, etc, have you attended?
- g. Have you gone for teacher or researcher exchanges? How did you visit go?
- h. Have you participated in organisation or community activities (pertaining to your work)?
- i. Have you had societal interaction (pertaining to your work)?
- j. How has the cooperation with your supervisor worked for you?
- k. How has the cooperation with the department worked for you?
- l. How has information and communication been realised for you?

6. Coming goals for the next 12 months

- a. What general goals do you have for the next 12 months?
- b. What training are you going to attend?
- c. Are you going to participate in teacher exchange?
- d. How are you going to improve your teaching skills?
- e. What are you going to study in your research?
- f. What organisation or community activities (pertaining to your work) are you going to participate in?
- g. What societal interaction (pertaining to your work) are you going to participate in?
- h. What other goals do you have?
- i. What do you want from your supervisor for the next 12 months?
- j. What do you want from the department for the next 12 months?
- k. What do you want on the part of information and communications?

Follow-up talks set for:



Helsinki _____.____.20__

Employee's signature

Supervisor's signature