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| **Summary** |  |

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| --- | --- | --- | --- |
| Name of staff member |  | Position, #fte |  |
| Department |  | Assessment period |  |
|  |  | Date of R&D meeting |  |
|  |  |  |  |
|  |  |  |  |
| Name of assessor |  |  |  |
| Name of co-assessor |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **R&D-form seen[[1]](#footnote-1)/ annual agreements accepted:** | **Agreed:** | **Agreed:** | **Agreed (name):** |
| Staff member | Assessor | Co-assessor | Assessing authority (HR) |
|  |  |  |  |
| date:  | date: | date: | date: |

|  |  |
| --- | --- |
| **Total score** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **I** | **II** | **III** | **IV** |
|  | **Below basic level of performance** | **At basic level of performance** | **At expected level of performance** | **Exceeds expected level of performance** |
| **Total score** | **◻** | **◻** | **◻** | **◻** |

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| **The agenda for the yearly assessment meeting** |  |

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| --- | --- |
| 1. Assessment
2. Annual agreements last period & results
3. Reflection on performance last period
4. New annual agreements
 | 1. Development & Career prospects and long term employability
2. Feedback on supervisor
3. Any other points
 |

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| **Optional annexes** | **To be added by the staff member** |

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| * Freeform annual research report
* Any other relevant documents
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| 1. **Assessment**
 | **To be completed by the supervisor** |

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| --- | --- | --- | --- | --- |
|  | **I** | **II** | **III** | **IV** |
|  | **Below basic level of performance** | **At basic level of performance** | **At expected level of performance** | **Exceeds expected level of performance** |
| **Total score** | **See first page** |
| Research | **◻** | **◻** | **◻** | **◻** |
| Project proposals | **◻** | **◻** | **◻** | **◻** |
| Organisation | **◻** | **◻** | **◻** | **◻** |
| Leadership | **◻** | **◻** | **◻** | **◻** |
| Teaching and student supervision | **◻** | **◻** | **◻** | **◻** |

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| **Explanatory notes by supervisor**Start text |

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| 1. **Annual agreements for the last period: results and reflection on performance**
 | **To be completed by staff member (beforehand) and supervisor (afterwards)** |

|  |
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| **Agreements from last period** |
| **Staff member** |
| **Results last period per key component (you may add an attachment)** |
|  |
| **Reflection on performance and results: what went well, what can be improved?** |
| **Staff member** | **Supervisor** |

|  |  |
| --- | --- |
| 1. **New annual agreements**
 | **To be completed by supervisor and staff member** |

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| **Annual agreements for performance and output (per key component) and personal development** |
| Fill in during the evaluation meeting or immediately after this meeting.  |

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| 1. **Career prospects and long-term employability**
 | **To be completed by supervisor and staff member** |

|  |  |
| --- | --- |
|  | **Completed by staff member** |
| Short-term perspective |  |
| Long-term perspective(3-5 years) |  |
| Personal development |  |
| **Reflection on above by the supervisor (if any agreements are made with regard to career and/ or personal development in the context of the annual agreements, please fill these in under 3).**  |

|  |  |
| --- | --- |
| 1. **Feedback on supervisor**
 | **To be completed by staff member** |

What would the staff member appreciate the supervisor doing more of, or less of, or doing differently?

|  |
| --- |
| Do fill something in here! For example: we should have more frequent meetings, I would like to receive more in-depth feedback on papers, I would like to have more freedom in shaping my research direction, etc.  |
| **Reflection on above by supervisor and agreements (if any are made).** |

|  |  |
| --- | --- |
| 1. **Any other points (optional)**
 | **To be completed by staff member** |

1. [↑](#footnote-ref-1)