

## Summary

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

Name of assessor			
Name of co-assessor			

<b>R&amp;D-form seen<sup>1</sup>/ annual agreements accepted:</b>	<b>Agreed:</b>	<b>Agreed:</b>	<b>Agreed (name):</b>
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
<b>Total score</b>	<b>*</b>	<b>*</b>	<b>*</b>	<b>*</b>

## The agenda for the yearly assessment meeting

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

## Optional annexes

## To be added by the staff member

- Freeform annual research report
- Any other relevant documents

**1. Assessment**

To be completed by the supervisor

	I	II	III	IV
	Below basic level of performance	At basic level of performance	At expected level of performance	Exceeds expected level of performance
<b>Total score</b>	See first page			
Research	*	*	*	*
Project proposals	*	*	*	*
Organisation	*	*	*	*
Leadership	*	*	*	*
Teaching and student supervision	*	*	*	*

**Explanatory notes by supervisor**

Start text

**2. Annual agreements for the last period: results and reflection on performance**

To be completed by staff member (beforehand) and supervisor (afterwards)

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

**3. New annual agreements**

To be completed by supervisor and staff member

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

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<b>4. Career prospects and long-term employability</b>	<b>To be completed by supervisor and staff member</b>
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	<b>Completed by staff member</b>
Short-term perspective	
Long-term perspective (3-5 years)	
Personal development	
<b>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).</b>	

<b>5. Feedback on supervisor</b>	<b>To be completed by staff member</b>
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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.
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<b>Reflection on above by supervisor and agreements (if any are made).</b>

<b>6. Any other points (optional)</b>	<b>To be completed by staff member</b>
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