



Appraisal Interview

Employee: _____

Manager: _____

Date: _____

The questions must be answered before the meeting. Manager and employee must answer all questions. The manager always begins by telling his or her answer, followed by the employee.

You also answer questions that refer to your own function, for instance if you are the employee, you answer the question: “*What was the best thing about the employee?*” according to what you think is the best thing about yourself, even if you feel that it is awkward and weird.

The last year:

1. What was the worst, in general?:

2. What was the worst thing about the manager?:

3. What was the worst thing about the employee?:

4. What was the best thing, in general?:



5. What was the best thing about the manager?:

6. What was the best thing about the employee?:

7. Which parts of the goals for the year were never achieved?:

8. How do we set goals for the next year that we can achieve?:

9. Which parts of the goals for the year were achieved?:



Cooperation and well-being:

10. What do you think should change in our internal communication?:

11. What do you think should remain in our internal communication?:

12. What do you feel stands in the way of the best possible internal cooperation right now?:

13. What do you feel promotes the best possible internal cooperation right now?:

14. What do you feel drains your energy in your daily work (employee)?:

15. What do you feel gives you energy in your daily work?:



16. Which 3 things should the employee do more of (cooperation/well-being)?:

1. _____
2. _____
3. _____

17. Which 3 things should the manager do more of (cooperation/well-being)?:

1. _____
2. _____
3. _____



Assignments & development:

18. Which goals should the company have the next year?:

19. Which goals should the employee have the next year?:

20. Which goals should the manager have the next year?:

21. Which assignments should no longer be the employees'?:

22. Which new assignments should the employee have?:

23. Which areas of education should be applied for?:

24. Write the things you feel are important to talk about, and that were not included in the previous questions:



Agreements and deadlines (To be filled out during the interview):

25. The employee has these goals for the next year:

25. The manager has these goals for the employee for the next year:



Follow up on agreements

1. Topic: _____ date: _____
2. Topic: _____ date: _____
3. Topic: _____ date: _____
4. Topic: _____ date: _____

Follow up interview on this appraisal interview
is dated _____ at _____ o'clock.

The next appraisal interview is dated _____ at _____ o'clock.

Employee

Manager