



Subjects of conversation for performance review

This is a list of possible subjects of conversation for the performance review. Naturally other subjects can also be discussed.

work

- type of work
- scope of work
- attraction of the work
- variation in the work
- helping colleagues
- taking on work from colleagues
- overwork
- information provision

work execution

- the organization of the work
- the distribution of the work
- the quality of the work to be done
- the amount of work
- the work tempo
- working with automated systems

work atmosphere

- the atmosphere in general
- the atmosphere in the group
- the relationships with certain colleagues
- relationship with manager
- important events affecting atmosphere
- extracurricular activities

work environment

- lighting
- air/humidity/heat
- sound
- space
- storage
- machines
- facilities

miscellaneous

- need for parttime/fulltime work
- need to decrease/increase work load
- special circumstances (home/work)
- (progress) study/education
- further possible academic interests (study/thesis)