



Differences between job assessment and job performance

Go /no go interview

Always initiated by supervisor

Comparison between demands and performance

Quantitative purpose
= looking back on performance
+ reasons + set targets

About past

One way conversation

Passive role for PhD student

Formal; there is a set procedure for complaints

Result and development interview

Can be initiated by supervisor or PhD student

Exchange mutual expectations

Qualitative purpose
= evaluation in order to improve future performance

About present / future

Two way conversation

Active role for PhD student

Informal; no procedure for complaints

Tips for preparation

1. Schedule a job performance interview at least a few months before an official job assessment interview.
2. Schedule enough time (one hour).
3. Make sure you are in a quiet room without any other people.
4. Prepare a list of points for discussion and any questions you may have.
5. Make clear to yourself what you want to get out of this interview.
6. For an assessment interview: run through the form yourself beforehand and prepare your reaction to every item.
7. Practise the assessment interview with peers.
8. Make sure you get to see the report when your supervisor makes one.
9. When your supervisor makes any promises to you, make sure they are in the report.



Checklist Job evaluation

(In Dutch: 'functionerings-gesprek')

What work?

type of work
work quantity
variation
helping out colleagues
working extra hours
information management

How is the work being done?

work organization
dividing tasks
quality of products
work quantity
work speed

How is the atmosphere?

general atmosphere
atmosphere in the group
relation with specific colleagues
relation with supervisor
important work related events
other activities

How are the work circumstances?

light
air / humidity / temperature
sound
work space
storage
equipment
other...

What other things are important?

need for part time / full time job
need for extra hours / tasks
special circumstances at home / at work
need for (extra) study and education
promotion opportunities

...