



Delegation interview

Preparation

Assess the objective (clear, measurable, realistic, results, deadline, limitations)
Determine the background of the employee (s) to whom you want / could delegate
Determine the level at which you can delegate
Determine the required powers
Determine the control points
Ensure that the employee can prepare (as much as possible) for this
Allow sufficient time for the delegation interview

Introduction

Put the person at ease
Explain why the task must be performed, why you have chosen the person and what the purpose of the interview is

Delegation

Discuss whether the task is feasible (eg view workload)
Establish what the knowledge and skills are. Gaps?
Make clear / aware what the responsibilities of the person are.

Show confidence in the person. Appreciate, but don't flatter.
Ask questions focused on clarity (open, focused and ask for confirmation)
Give summary where possible
Involve the other person in the task; indicate whether you allow minor errors and / or prevent them.
Make a joint plan, ideally based as much as possible on the ideas of the other.
Discuss potential problems and how to deal with them.

Give the other person sufficient power (incl. limits)
Discuss and determine the control points together
Indicate that you are 'standby'

Closing the interview

Summary of the most important actions and agreements
Ask what the person really thinks about performing the task
Appointment for a follow-up meeting afterwards
Close: remember that you are "standby"