

## Checklist „preparing the talk“

Organisational points	
Completed	Agree on the date for the interview together, 1 to 2 weeks beforehand.
	Make the reason for talking clear: "I would like us to meet for an annual review/ feedback meeting/ critical review." Please also provide background information if your employee or superior is not aware of such meetings.
	<b>As a superior:</b> Hand your colleague the written invitation and the preparation documents, along with the agreements from the last meeting, if applicable.
	Plan sufficient time in your calendar to prepare and follow up the meeting.
	Book an undisturbed meeting room so that the talk can take place in a pleasant atmosphere. When you select a room, ensure that there is a table you can sit at the corners of (do not create an exam situation).
	Also inform other colleagues that you do not wish to be disturbed.
	Create an atmosphere that inspires trust.
	Schedule the time for the meeting. (min. 60 minutes, max. 120 minutes).
Contents	
Completed	Get prepared - e.g. by using the guidelines on preparing and conducting meetings.
	Have a look at last year's transcript, if necessary: what did you both agree on?
	Be aware of your expectations and opinions. In the case of difficult conversations, don't be afraid to ask for support from the Personnel Development division.
	Collect concrete examples of behaviour from the past year, in order to be able to present both positive examples as well as constructively critical feedback on concrete aspects.