

Key questions for employees: my work/tasks and working environment



If a talk has been held in the past:

- What was agreed upon at the last meeting?
- What has been implemented by you and your superior?
- What is still left to do?

1. What are my tasks, areas of responsibility and main activities? Have more tasks been added to or removed from this list?
2. Have there been any changes at the University or in my field of work that result in changes to my field of activities?
3. Which tasks could be added or removed? What does that mean for me?
4. How am I coping with the work I am required to do (ratio between requirements and currently available time)?
5. Am I over-challenged or not challenged enough? If yes, then in which areas? Which situations make me stressed?
6. How do I see my working methods (noticing connections, setting priorities...)?
7. Which tasks do I particularly enjoy? Which tasks do I have problems with? Where do I need specialist support?
8. How do I see my workflow - does something need to be changed? If yes, what ideas do I have to change the current field of tasks?
9. Is my workplace sufficiently equipped? Is the working environment (e.g. room, temperature, noise...) acceptable? If not, what parts of my working environment would I like to change?
10. Do I have any health-related issues that impact my work? Do I have any personal issues that impact my work?
11. How satisfied am I with my overall work situation?