

## Key questions for superiors: your employee's 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 employee?
- What is still left to do?

1. What are my employee's 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 the field of work that result in changes to the field of activities?
3. How is my employee coping with the work he/she is required to do (ratio between requirements and currently available time)? Are there any examples of being over- or under-challenged?
4. What are my employee's working methods?  
Does he/she notice connections? Does he/she observe priorities?
5. What tasks does he/she do particularly well (strengths)?  
What tasks seem to pose a challenge?  
Where does he/she need specialist support?
6. Am I aware of any problems with the workflow? Are there any ideas to change the employee's current field of tasks?
7. How is the employee's workplace technically equipped?  
Is the working environment (e.g. room, temperature, noise...) acceptable?  
If not, what parts of the working environment need to be changed?
8. Have I noticed any health-related issues with the employee that impact his/her work? Have I noticed any other issues?
9. Do I have expectations for my employee for the future in terms of coming tasks?
10. Where do you see yourself (in the organisation) in the next five years?