

	Submit this form to your personnel consultant	Report on annual consultation and assessment for academic staff Please consult the relevant regulations and the Guidebook annual consultation and assessment	01/01/13
	Part A = General Part B = Assessment Part C = Annual consultation Part D = Signature		

A1	General
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Surname, initials			
Date of birth, sex		<input type="checkbox"/> male	<input type="checkbox"/> female
Personnel number			
Faculty, department, institute			
Personnel subdivision			

UFO job profile(s) ¹			
Current result areas			
Supervisor	name	position	

Duration of employment contract	<input type="checkbox"/> end date	day	month	year
	<input type="checkbox"/> permanent			
Salary		scale		level
Part-time multiplier		fte		

Date of last annual consultation and assessment	day	month	year
Date of current annual consultation and assessment	day	month	year
Period for annual consultation and assessment		to	
Interview held with	name	position	
Second assessor	name	position	
First informant	name	position	
Second informant	name	position	

A2	Agreements made at last annual consultation and assessment
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Core activity 1 - teaching	
Core activity 2 - research	
Core activity 3 - organization	
Core activity 4 - other (for example, social or commercial valorization)	

¹ See UFO Indelingsinstrument for job profiles.

Development agreements
Other agreements

A3	Input from employee
<p>Prior to the interview, the employee is to prepare an overview of the working activities and results achieved during the review period. This overview is to be added as an attachment. The overview will be discussed in relation to the agreements made. Employees have the opportunity to give their own evaluation of the past year. This includes the cooperation and support provided by the supervisor.</p>	

B1	Results of assessment				
<p>Indicate which core activities have been carried out, what results have been achieved and which results have not been achieved and why. Use the UFO job profile and the results areas as a guideline. Also look at the agreements made at last year's annual consultation and assessment (section A2). It is important that it is also possible to discuss activities that are carried out regularly and are included in the UFO job profile, but about which no agreements were made in section A2.</p> <p>The assessments made must be justified: on what has the supervisor based his/her assessment, which considerations have been taken into account when assessing each core activity and result?</p> <p>Explanation of the meaning of the scores (also see Guidebook annual consultation and assessment): A = excellent • B = very good • C = good • D = almost satisfactory • E = unsatisfactory</p>					
Core activity 1 - teaching					
A	B	C	D	E	argumentation
Core activity 2 - research					
A	B	C	D	E	argumentation
Core activity 3 - organization					
A	B	C	D	E	argumentation
Core activity 4 - other (for example, social or commercial valorization)					
A	B	C	D	E	argumentation
Activities carried out and results achieved in addition to the regular activities and agreements from last year's annual consultation and assessment.					
Overall assessment					
A	B	C	D	E	argumentation
Explain your arguments and also take into account social qualities such as contribution to the team, cooperation, communication skills etc.					

B2	Reaction of the employee
Give your reaction to the assessment.	

The assessment section of the annual consultation and assessment ends here. The employee may now choose whether to continue with the annual consultation section immediately or whether to do this at another time (within a maximum of 3 weeks).

C1	Results/ work agreements for the coming period
Please note: work agreements and results should be defined on the basis of the SMART guidelines (Specific, Measurable, Acceptable, Realistic and Timing). Be clear and concise. Use the UFO job profile, for example teaching/research activities, publications, the acquisition of direct or indirect funding. How will the staff member achieve the results and who can help with this? What steps are necessary for these activities to be carried out (supervision from superiors, what is the staff members' contribution to the team, cooperation)?	
Core activity 1 - teaching	
Core activity 2 - research	
Core activity 3 - organization	
Core activity 4 - other (for example, social or commercial valorization)	

C2	Agreements relating to career and personal development
What is necessary in order to achieve the agreed results or to help the employees career path? Make agreements about teaching, academic leadership, career development, supervision, and orientation towards other working activities. Be clear, concise and SMART.	

C3	Additional agreements:
Do any of the decisions taken have legal consequences?	<input type="checkbox"/> yes, complete the proposal here
Is there excessive untaken holiday?	<input type="checkbox"/> yes, add any agreements about reducing this here, and the periods involved
If there are teaching duties, has the Basic Teaching Qualification been attained?	<input type="checkbox"/> yes
	<input type="checkbox"/> no
Ancillary activities ²	
Working conditions	
Other agreements	

² If Ancillary activities are applicable, please use the form Ancillary activities.

D	Signature
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Employee's signature			
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I accept the annual consultation section	name	date	signature
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I have read the assessment section	name	date	signature
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Supervisor's signature	name	date	signature
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Signature of director of service/director of operations or dean			
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Acceptance of the change in legal position (cross the box):	<input type="checkbox"/>	yes
	<input type="checkbox"/>	no
	<input type="checkbox"/>	not applicable

name	date	signature
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