Appendix 2 to Staff development review

Additional points to be discussed during staff development reviews between managers and associate manager.

**Tasks and duties**

How would you summarise your work and performance over the past year?

Has the department or unit met the targets you set and the financial framework?

Do you feel you have the right conditions for performing your managerial duties? Please elaborate.
Do you receive the support you need from me (as manager) or others? Please elaborate.

How do you think your duties and work tasks can be developed or changed?

What long and short-term challenges does your department or unit face? How will you address them?

If relevant, how do you feel about completing other work tasks, such as researching and teaching?

**Leadership**

What aspects of your leadership do you think have been particularly successful over the past year?

What aspects of your leadership have been less successful?

What aspects of your leadership need developing? What support might you need?

**Work environment**

How would you describe the atmosphere, collaboration, and team spirit at your department or unit?

How are your relationships with your staff in the department? Describe your collaborations.

If relevant, how do you address conflicts in your team?

What do you do to ensure your staff have time for rest and recuperation?

Based on everything we have discussed, what goals apply to you for the coming year?