



Eidgenössische Technische Hochschule Zürich
Swiss Federal Institute of Technology Zurich

APPRAISAL INTERVIEW

Employee _____

Supervisor _____

Organisational unit _____

Appraisal period _____

Last appraisal interview conducted on _____

For information on preparing, conducting and analysing an appraisal interview, see the instructions or go to www.personalgesprach.ethz.ch



Responsibilities and goals

	Assessment	Comments	Agreement
What responsibilities should have been fulfilled? What goals should have been achieved?	A++ A+ A B C D	To what extent were the responsibilities fulfilled and the goals achieved? State basis for your answer.	What responsibilities and goals have been set for the next appraisal period?

Assessment:

A++: considerably exceeds the requirements
A+: exceeds the requirements

A: fulfils the requirements successfully
B: mostly fulfils the requirements

C: partially fulfils the requirements
D: does not fulfil the requirements

Conduct and level of cooperation

	Assessment	Comments	Agreement
What conduct is expected of the employee? What expectations are set for the level of cooperation? Which social and leadership competencies are being worked on?	A++ A+ A B C D	To what extent did the employee meet the expectations in terms of conduct and level of cooperation?	What expectations for the conduct and the level of cooperation have been set for the next appraisal period?

Overall assessment

	Assessment	Comments
How do you assess the performance of the employee for the appraisal period overall?	A++ A+ A B C D	

Assessment:

A++: considerably exceeds the requirements
 A+: exceeds the requirements

A: fulfils the requirements successfully
 B: mostly fulfils the requirements

C: partially fulfils the requirements
 D: does not fulfil the requirements



Personnel development

Agreement

Timeframe

Development steps and measures for the optimisation of the fulfilment of responsibilities, the achievement of goals and for professional development (e.g., on-the-job learning, new/additional responsibilities, projects, training, mentoring, coaching, systematic feedback, prevailing conditions for the work, sparring partners)

Employee's feedback on the working conditions

Feedback on responsibilities, projects, work processes, equipment in the workplace, technical infrastructure/PC, work schedule, working climate, cooperation in the team, development perspectives, opportunities to use skills, work satisfaction

on the conduct of the supervisor

Feedback on management skills, information and communication, goal setting, decision-making, reliability, employee development and support, conflict resolution, motivation, delegation

Signatures and date

Agreement employee

Signature employee

Date and signature supervisor

Agree with appraisal

Do not agree with appraisal

Comments