

Checklist Appraisal Interview

▶ **Preparation for the appraisal interview**

- ▶ Who is going to be present at the appraisal interview?
- ▶ Where will the interview be held?
- ▶ When will the interview take place?
- ▶ What type of material will you need for the interview?

▶ **Questions concerning the content**

- ▶ What are your aims for the interview?
- ▶ Have your tasks changed considerably from your job description?
- ▶ How do you see your future?

▶ **Dealing with criticism**

- ▶ Criticism is a type of feedback from which you can profit.
- ▶ What exactly is criticised?
- ▶ Admit mistakes and propose solutions for improvement.

▶ **The correct form of criticism**

- ▶ Be concrete and specific when talking about problems. Use examples.
- ▶ Stay factual: only criticise the behaviour of a person, never the person.
- ▶ Use „I-sentences“.

▶ **Reviewing the interview**

- ▶ Which measures are to be taken and which new duties are linked to the new aims?
- ▶ Were you able to reach the aims that you had for the interview?
- ▶ What would you like to keep in mind for future interviews?