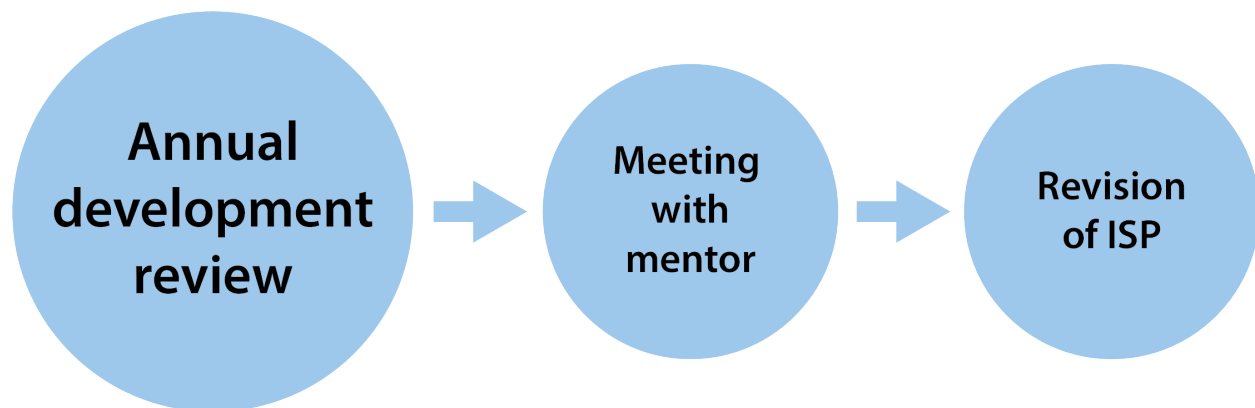


One of the most important tasks of management is continuous communication with staff members concerning the goals of the organisation and the clarification of how every staff member can contribute to achieving these. For this reason it is the policy of Stockholm University to hold an annual personal development discussion with each member of staff. This document provides guidance for how to conduct the annual development review (*“utvecklingssamtal”*) between the supervisor and the PhD student at Fysikum. The student can ask for an additional person, e.g. the mentor, to be present at the meeting. Also the student can ask this meeting to be led by the director of study.

The discussion should focus on: the student’s work environment, progress & expectations, and tasks & responsibilities. The development review should precede the annual review of the student’s Individual Study Plan (ISP) as well as one of the two annual meetings of the PhD student and the mentor.



How to conduct a performance review: It should be made clear to the student that not all questions have to be dealt with, e.g. questions of a more private nature

1. Prepare for the review using the questions in this template as guidelines.
2. Dedicate 60-90 minutes to the meeting, possibly in a neutral location.
3. Make sure that you are able to speak privately, and switch off your mobile phones.
4. The supervisor will lead the discussion, ask and answer questions, and provide feedback to the doctoral student.
5. The doctoral student will answer and ask questions, as well as provide feedback to the supervisor.
6. What is said during the meeting should stay between all participants of the meeting.
7. “Park” issues that tend to take a long time.
8. Be respectful of each other’s views and experiences.
9. Be open to alternative solutions.
10. The doctoral student should bring the previous year’s development plan and is responsible for filling in the development plan for the coming year.
11. Finish with a summary of the discussion and prepare an development plan with bullet points.

Introduction and retrospective

1. Is there anything specific that you want to address or would like an answer to during the meeting?
2. What has happened since the last performance review? Go through the previous year's development plan (do not spend too much time on this).

Work environment and health

3. What is your view on the atmosphere, collaboration, and team spirit in your research division, at your department/equivalent and in your various work groups? Have you had the opportunity to be involved in decision-making such as PhD council and committees?
4. Do you have adequate equipment to do your work?
5. How happy are you at work? Place a mark on the line and explain your reasoning. (Not at all happy ↔ Very happy)
6. What do you think is the most important action that could be taken to increase job satisfaction?
7. How is your physical work environment (safety, ergonomics, noise, lighting, etc.)?
8. What is your evaluation of your current health status? Is it possible for you to reconcile your studies/work with your private life? Do you often feel stressed in your work-situation? Have you identified some reasons for the stress?
9. How do you view your teaching and other tasks and responsibilities when it comes to your work for the department?
10. What is the balance between your doctoral studies and other responsibilities?
11. How do you think your responsibilities could develop or change?
12. How do you contribute to the results and development of your work groups?
13. What are you most proud of or satisfied with?

Supervision

14. In your opinion, are you receiving the support you need from me as a supervisor, and from others (mentor, etc.), for instance concerning
 - supervision time?
 - course advice?
 - career planning?
 - teaching/guidance at the research project?Do you have suggestions on what could be improved?
15. What are your thoughts on future career and professional life? Do you have specific plans?

Thesis work

16. Has the progress on the thesis work during last year been as expected. If not, what is different and why?

17. Do you see any need for changing the plans for the thesis work?
18. What is the most crucial work during the coming year?
19. Does this match what is in your year-plan and research-plan in the ISP? If not, what needs to be changed?
20. In your opinion, have you had the opportunity to participate in conferences and schools?
21. Have you, in your opinion, had enough opportunity to take the relevant courses for your thesis project?
22. Have you applied for any of the external stipends that are announced regularly?
23. Do you think that you are developing your skills as a researcher and learning new things?

Development plan

24. If we summarise our conversation, what is the most important thing we have talked about?
25. Based on your tasks and responsibilities, what do you feel you may need to develop?