

Name		Division	
Job		Manager	
Date			

1. Your expectations, well-being and performance in your job

Your well-being is: Good Moderate Bad

Are you experiencing stress disorder¹? Yes No Don't know

Positive aspects in your job (e.g. interesting projects/assignments, good communication, good achievement, good working environment, continuous education, autonomy, etc.)

Negative aspects in your job (e.g. difficult assignment, difficult communication, difficulties in solving problems/cases, bad working environment, lack of knowledge, etc.)

Did you get the support you needed in your job? (from your boss, co-workers, others, etc.)

Did you give others/your co-workers support? (guidance, education, mental support, etc.)

Are there any assignments you feel you aren't fully able to perform?

Ideas of improvement (e.g. work methods/procedures, instruction, equipment, guidance, different assignments, etc.)

¹ The symptoms of stress disorder can be different. Examples that can indicate stress are: Lack of focus, the feeling that you aren't coping, diminished self-confidence, problems sleeping and insomnia, high blood-pressure, headache, indigestion, increased use of alcohol, changed diet, diminished social activity and professional performance. An individual usually has to experience one or more of the above mentioned symptoms to be diagnosed with stress disorder.

2. Discussion about achievement and performance in the last year – How has it been?

This part helps you discuss your achievements and performance the last year and whether your performance came up to expectations. It is helpful to match your achievements/performance to the GROW model.

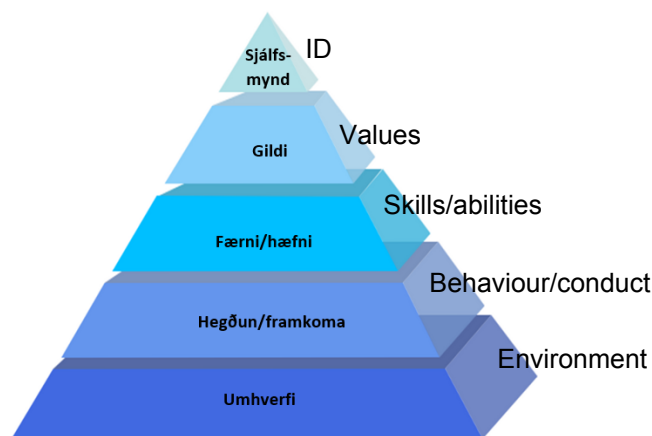
Helpful questions: What goals did I set? – Were they realistic/what's the reality – What were my options? – Did I have enough enthusiasm/will? – If I didn't reach my goal, what impeded it?



Briefly describe the achievements you made in your job and your performance the last year in comparison with your job description, your main responsibilities, your work procedures and your attitude towards your work.

3. MAST's values are ÁRVEKNI (vigilance) – FRAMSÆKNI (progress) – GEGNSÆI (transparency) – TRAUST (trust). What do these values mean for you and how do you reflect them in your job and discussions?

Keep the pyramid to the right in mind when you consider how the values appear/are reflected in your job and your working environment. (Example - Vigilance²: Do you perform your job with vigilance; do you use vigilance when maintaining and renewing your professional skills; how do you show vigilance in your daily conduct/behavior; is there vigilance in your working environment, have you encouraged vigilance in your environment, are there any obstacles that block vigilance, etc.)



² Vigilance (synonyms: watchfulness, careful observation, surveillance, attentiveness, attention, alertness, care, caution, wariness, circumspection, prudence, heed, mindfulness).

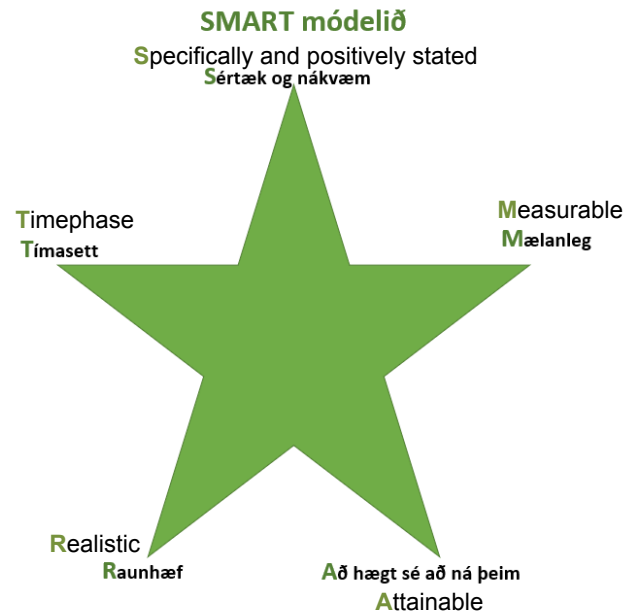
4. **Your emphasis and goals for next year – Are there any projects/goals which you think are especially important for you to accomplish in the coming year? State at least one goal.**

(The goals don't have to be big projects, they can also be about improving or strengthening your own skills or knowledge.)

Take care that your goals are SMART: specific, measurable, attainable, realistic and time specific.

Helpful questions:

- Is your goal independent or is it dependent on someone else?
- Do you have all the tools (knowledge, equipment, tools) you need to acquire your goal, if not, what is lacking?
- Are there any obstacles (E.g. time, knowledge, working conditions)



I. [Goal/project label]	
Description, important parts/processes and dates:	
Possible obstacles:	
	Estimated end:
II. [Goal/project label]	
Description, important parts/processes and dates:	
Possible obstacles:	
	Estimated end:
III. [Goal/project label]	
Description, important parts/processes and dates:	
Possible obstacles:	
	Estimated end:
IV. [Goal/project label]	
Description, important parts/processes and dates:	
Possible obstacles:	
	Estimated end:

5. Training, education, guidance and support – What skills do you need to strengthen with training, guidance or education to achieve your goals and important projects the coming year?

This section supports you in evaluating what skills and knowledge you need to strengthen or achieve to be able to achieve the goals/projects you wrote down in the first part of this form. Please write in addition other wishes and possibilities for developing yourself as an employee. Please note that continuous education can include various things, such as courses, training, guidance, conferences, reading academic publications, study visits, etc.

What skills and knowledge need strengthening to acquire the goals your have defined for the coming year?	What kind of training, education or support do you need to strengthen this skill or acquire that goal?

6. Does your job description need revising?

Yes

No

Anything else you feel you and your manager need discussing in this interview?

_____ Date

_____ Manager's signature

_____ Employee's signature