Employee: Conversation date: Supervisor: Time period:



This discussion gives us the opportunity to reflect and look forward together – with a focus on personal and career development. Good preparation, self-reflection and feedback are important factors for having a successful discussion with long-term impact. Feedback should be critical, development-oriented and appreciative.

1. Status review

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| **Looking back**  | What were the objectives, tasks and projects? How well were they executed? What were last year’s highlights and challenges? Why? |
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| **Supervisor assessment** |  | **Employee comments on supervisor assessment** |
| * We are on the right path, and today we will be looking towards the future together.
* We are not always on the right path, and we will be discussing that today.
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| In cases involving unsatisfactory performance and/or behaviour, an individual objective achievement plan is required, and HR partners need to be involved. |  |  |

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| **Outlook** | What objectives, tasks and projects have been agreed on for the coming year?Which contribution is expected? A supplementary sheet on objectives, tasks and projects can be found [here](https://ethz.ch/content/dam/ethz/associates/services/Anstellung-Arbeiten/fuehrung-und-entwicklung/Dialog_Objectives.docx) if needed. |
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1. Personal development

Technical, methodological, personal and social competencies form the foundation of our success.
The [social and leadership competencies](https://ethz.ch/staffnet/en/employment-and-work/leadership-and-development/social-and-leadership-competencies.html) outlined by ETH provide guidance on this point. They apply equally to supervisors and their employees.



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| **Competencies development** | What competencies are your strengths (technical, methodological, personal, social)? Where is there room for improvement?How can your supervisor provide support? |
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| **Potential** | Where is potential, and how can it be unfolded in the coming years?In which areas can more responsibility be taken to learn from it? |
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1. Future collaboration

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| Here, employees can provide feedback to their supervisors. What is appreciated about the collaboration? What should there be more of/less of? How could the collaboration be improved in the future? |
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1. Conclusion

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| Reflect on the discussion as a whole and close on a positive note. |
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|  |  | **Discussed** |
|   |  | * Employee
* Supervisor
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Additional remarks

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