Notes on the Performance & Development Interview Form

These notes give information on how to fill in the Performance & Development (P&D) interview form and on the administrative processing of the form. To find more detailed information please look in the Regulation on Performance & Development Interviews, the supervisor's guide and the brochure on P&D interviews.

- General information
- Part A, assessment of the results over the evaluation period
- Part B, agreements

General Information

1. The P&D interview form contains the summary of the assessment, the interview (more specifically the motivation of the assessment), and the agreements made.
2. This form can be downloaded from the Internet as a Word Document and filled in using Word.
3. The form consists of 2 parts: part A (Assessment) and part B (Agreements). Both parts have to be signed.
4. The following should be filled in by the supervisor: the section on general information, part A: sections 1 and 3, and part B. The employee should fill in the following: part A, section 2.
5. If there is an annual report, it is attached to the P&D interview form.
6. For the first P&D interview, only part B – Agreements – is filled in.

Per section

General Information

An annual report is handed in by the following staff: academic staff (WP), executive staff and non-academic staff (OBP) in salary scale 8 or above. If, despite the fact that the employee falls into one of these categories, no annual report is available, a valid reason must be provided by the supervisor.

Part A – Section 1. Assessment of the Results over the Evaluation Period

Section 1.1 shows, for each performance area, which agreements were made, which results have been achieved and how these results have been assessed. The letter scores will not be used in 2006.

In **section 1.2**, the agreements and results regarding the development and the areas of competence of the employee are described. These might include: new tasks, courses. In addition, agreements that do not have a direct connection with the employee's development and areas of competence can be mentioned here.

Evaluating the employee's areas of competence as such is not obligatory. The decision whether an employee's areas of competence should be evaluated lies with the Faculty/Expertise Centre/Administrative and Central Services/Unit. Your Personnel & Organisation (P&O) department can inform you on this matter if so desired.

For an outline of the terms an employee's areas of competence, please see the Areas of Competence Vocabulary list of the Leiden University.

Section 1.3 Overall Assessment

In this section only one score is filled in. The supervisor balances the scores in sections1.1 and 1.2 against each other and, based on these scores, determines an overall score.

Part B – Agreements

It is sensible to link the new agreements to the performance areas. In the next P&D interview the text from part B can then be transposed as a whole to part A, section 1.1.

Signing the Form

The P&D interview form indicates in the footnotes the status of the various signatures. In order for the form to be valid, part A (Assessment) and part B (Agreements) should be signed by the employee at least as 'seen'. If the employee does not sign the agreements as seen and approved, and the supervisor does not want to reconsider the agreements, the final decision concerning the agreements lies with the supervisor.

Administrative Processing

- Once the form contains all the necessary signatures, the employee receives a copy of the signed form.
- One copy of the form is filed with the P&O department and is only accessible to authorised persons.