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| **Institutionen för ekonomi** | Datum |

Medarbetarsamtal/Staff appraisal

Uppgifter om den anställde/Co-worker details

Förnamn/ First name

Efternamn/ Surname

Befattning/ Post

**1. Arbetsuppgifter och ansvarområden/Work tasks and areas of responsibility**

Genomgång av arbetsuppgifter och ansvarsområden

Review of working tasks and areas of responsibility

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**2. Nuvarande arbetssituation/Current work situation**

Hur ser du på din arbetssituation det senaste året? How has your work situation been during the year?

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Hur är arbetsklimatet? Stämningen, öppenhet/förtroende, trivsel, relationer, kommunikation – Vad kan bli bättre? How has your working environment been? Atmosphere, openness/trust, enjoyment, relationships, communication- what could be better?

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Hur tycker du samarbete i din grupp och institutionen fungerar? – Vad kan bli bättre. How is the teamwork in your group and department? - What could be better?

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Hur tycker du gemenskapen i din grupp/institution fungerar? Vad kan blir bättre?

How is morale in your group/department? What could be better?

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Hur brukar ni hjälpa varandra vid behov?

How do you help each another when necessary?

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Vad har gått bra respektive mindre bra när det gäller dina arbetsuppgifter? Medarbetarens syn, chefens syn. Förändrings- och förbättringsförslag.

Regarding your work the past year, what have you done well? Opinions of co-worker and manager. Suggestions for change or improvement,

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**3. Relationer/Relationships**

Om du får problem i arbetet, vem vänder du dig till då?

When you have difficulties in work, to whom do you turn for help?

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Om du har idéer och förslag, vem brukar du ta upp det med då?

If you have ideas and suggestions, who do you talk to about that?

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**4. Verksamheten/Corporation**

Är institutionens organisation effektiv och tydlig i det avseendet att tror du att alla vet vem man vänder sig till med vad?

Is the management structure in the department effective and clear? Do you think everybody knows who to turn to in different situations?

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I vilken utsträckning uppfattar du att dina mål och din arbetsinsats bidrar till gruppen och institutionen utveckling?

To what extent do you feel that your goal and your work contribute to the development of the group/department?

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På vilket sätt tycker du att relationen med dina externa kontakter kan utvecklas?

How do you think your relationships with stakeholders/external contacts could be improved?

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**5. Personliga mål**

Vilka är dina personliga arbetsrelaterade mål för det kommande året?

What are your personal work-related goals for the coming year?

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Vilket stöd behöver du för att lyckas uppnå dina mål?

What type of support do you need to achieve these goals?

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**6. Ledarskap och värdegrund/Leadership and values.**

I vilken utsträckning anser du att du agerar i enlighet med vår värdegrund – ansvara, engagera, samarbeta, utveckla sig, andra och verksamheten?

To what extent do you consider that you act in accordance with our values- responsibility, commitment, cooperation, and developing yourself and others at the Department?

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Vad ska du fokusera på att utveckla under kommande år?

What will you focus on in the coming year?
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Vilket stöd och vilka förutsättning behöver du för att lyckas?

What support and what environment do you need to succeed?
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I vilkens utsträckning anser du som chef att din medarbetare agerar i enlighet med vår värdegrund – ansvara, engagera, samarbeta, utveckla sig, andra och verksamheten? (Enbart chefssamtal)

To what extent do you as manager consider that your co-workers act in accordance with our values of responsibility, commitment, cooperation and developing themselves and other at the Department?(manager appraisals only)
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**7. Relation med chef/ Relationships with management**

Hur upplever du mig som chef?

What is your opinion of me as your manager?

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Hur tycker du samarbetet fungerar mellan oss? Medarbetarens syn och chefens syn. Vad har gått bra? Förslag till förändringar.

What is your opinion of our professional relationship? Co-worker´s view and manager´s view. What has gone well? Suggestions for improvements.

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Får du det stöd du behöver för att kunna utföra dina arbetsuppgifter på ett effektivt och bra sätt? Vad kan bli bättre?

Are you receiving the support you need to carry out your work tasks in an effective and successful way? What could be better?
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Hur fungerar återkoppling/ feedback på dina insatser? Vad skulle kunna bli bättre?

How do you receive feedback on your work? What could be better?

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Hur ger du återkoppling/ feedback till mig? Vad skulle kunna bli bättre?

How do you provide feedback to me? What could be better?

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**8. Utveckling/Personal development**

Hur ser du på din framtid inom SLU?

How do you view your future within SLU?
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Har du behov av utbildningsinsatser? Vad i så fall?

Have you any training requirements? What are these requirements?

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Hur vill du utvecklas på sikt? Arbetsuppgifter, utmaningar, tjänst.

Looking ahead, how would you like your role to develop? Work tasks, challenges, posts.

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**9. Avslutning/Conclusion**

Är det något vi glömt att prata om som är viktigt för dig?

Is there anything we have forgotten to discuss that you feel is important for you?

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Är det något i privatlivet du tycker jag bör veta?

Is there any aspect of your private life that you think I should know about?

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Detta är ett samtal mellan dig och mig endast.

This is strictly between you and me.

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Medarbetare/Co-worker Chef/Manager

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