

Guide

Guidelines for employees on the Performance Review

1. General explanations

The appraisal interview is an assessment of your current situation for you and your manager. It is conducted once a year, between January and March. The performance review is an important management tool. It provides managers and employees with valuable, structured information about work performance, behaviour and skills. An assessment of potential is also carried out.

The aim of the meeting is to provide regular, objective feedback on your work performance and behaviour and to promote constructive cooperation for all parties involved. The focus is on your positive long-term development. The interview offers an ideal opportunity for an open, fair exchange of opinions and a comparison of performance reviews, which should promote trust between the parties involved.

2. Structure of the interview form

2.1 Assessment of work performance and behaviour

The individual defined performance and behaviour criteria are assessed using the following assessment scale:

- Exceeds my expectations
- Fulfils my expectations
- Partly meets my expectations (measures can be defined).
- Does not meet my expectations (measures need to be defined).

2.2 Overall assessment of work performance and behaviour

In the overall assessment, no mathematical average is calculated from the performance and behaviour criteria, but rather a general classification using a scale similar to that in section 2.1.

2.3 Potential assessment

Your manager assesses your potential. This determines whether a change could be an option for you in the short to medium term. We differentiate between three assessments:

P1: Talent with potential for further development into a management, expert or next higher function.

P2: Fully suitable for current function.

P3: Clarify suitability for current position.

In the case of a P1 nomination, your consent is mandatory for the possible subsequent steps (development planning).

The aim here is not to nominate as many employees as possible, but to support the right employees at the right time for further steps in their professional and personal development.

2.4 Employee promotion/development

What development measures/training courses have you attended in the last 12 months and how would you rate the benefit of these measures? How do you envisage your future work? Where would you like to deepen your knowledge? Binding development measures should be agreed upon if deemed necessary.

2.5 Achievement of objectives (FS 0-4 only)

The agreed individual objectives are listed here, the achievement of the objectives is assessed as Yes or No and the objectives are weighted. Goal 1 is achieved when all 3 measures have been successfully implemented. In the case of objectives 2 to 4, the measures should merely support the achievement of the objectives.

2.6 Feedback from employees to the superior (mandatory)

This gives you the opportunity to give your manager feedback on their management work and to clarify the daily collaboration from your perspective. The aim is to enhance communication, trust, and collaboration. You can enter additional criteria on which you would also like to provide feedback. Feedback to your manager is now mandatory. Use this opportunity for a constructive dialogue!

2.7 Interview with HR Business Partner responsible for the interview

If you wish, you can request an interview with your responsible HR Business Partner.

2.8 Remarks

You will be given the opportunity to make a final personal statement regarding your professional situation. Use this opportunity to communicate your concerns openly and honestly.

2.9 Electronic signature (signature)

You and your manager or the next higher manager confirm with the electronic signature (by pressing a button) that you have conducted the interview together or have viewed and understood the completed form. The form will be saved in the system and will remain accessible to you at any time. You will receive a copy of the form on request.

2.10 Your preparation for the interview

- Take your time to prepare well for the interview.
- Think about how you assess your own work performance and behaviour and set the appropriate rating. Include your performance throughout the year in your considerations, not just in the last few weeks.
- Take the opportunity to give your manager feedback on their leadership behaviour.
- Also consider in advance whether you would like to have an interview with the responsible HR department head.
- Approach the conversation with fairness, openness, and objectivity.
- Talk about all the points that are important to you for your professional future and present your ideas clearly and as concretely as possible.
- Ensure that all measures are agreed upon in clear and binding terms to facilitate subsequent review.