**Possible topics for interview preparation**

**Academic staff and management**

The links will take you to the corresponding agreements

| **Work situation** |
| --- |
| Research and third-party funding  | * Agreed work objectives from the previous year
* Research performance, publications
* Scope of project performance (applications, acquisitions, rejections)

In each case, provide an overview of the previous year's research performance and third-party funding. |
| Teaching  | * Agreed work objectives from the previous year
* Scope of teaching relating to the previous year
* Scope and quality of supervision of scientific papers
* If requested:

New concept development, innovative teaching concepts, e-learning, etc.Assessment of student feedback, results of teaching evaluation  |
| Management | * Academic self-administration in the previous year
* Assumption of leadership tasks and/or leadership responsibility
* Satisfaction with one’s scope for action and decision-making
* Cooperation with colleagues and third parties
 |
| Working conditions | * Working hours and holiday allowance
* If requested:

Health status, e.g. workload, resilienceCompatibility of work and family, e.g. childcare, care of relativesEquipment and safety, e.g. workplace ergonomics and data protectionAdditional information: [Ergonomie](https://www.uibk.ac.at/arbeitssicherheit/arbeitsmedizin.html/arbeitsplatz-ergonomie.html), (Ergonomics) [Gesundheit und Sicherheit am Arbeitsplatz](https://community.uibk.ac.at/uniwiki/index.php?title=Gesundheit_und_Sicherheit_am_Arbeitsplatz_-_Arbeitnehmerinnen-_und_Arbeitnehmerschutz), (Health and safety at the workplace), [hochschuleundfamilie](https://community.uibk.ac.at/uniwiki/index.php?title=Hochschuleundfamilie), (universityandfamily ), [Stellenprofile wissenschaftliches Personal](https://www.uibk.ac.at/universitaet/profile-wiss-personal/), (Job profiles for academic staff), [uni innsbruck | gut drauf!](https://www.uibk.ac.at/de/personalentwicklung/uni-innsbruck-gut-drauf/), [Urlaubsverbrauch](https://community.uibk.ac.at/uniwiki/index.php?title=Hinweis_zum_Urlaubsverbrauch&title=Hinweis_zum_Urlaubsverbrauch), (Holiday allowance) [Wiedereingliederungsteilzeit](https://community.uibk.ac.at/uniwiki/index.php?title=Wiedereingliederungsteilzeit_-_Ablauf) (Re-integration part-time work) |
| Development of work outcomes and goals for the coming year | * Status quo in one’s career, e.g. doctoral thesis, qualification agreement, habilitation (= post-doctoral qualification)
* Development opportunities
* Implementation/application of completed trainings
* Planned participation in congresses, access to networks/scientific communities
* Agreement of work goals

Additional information: [Coaching für Führungskräfte](https://www.uibk.ac.at/de/personalentwicklung/fuhrungskrafte/coachingfuehrung/), (Coaching for managers), [Coaching für Mitarbeitende](https://www.uibk.ac.at/de/personalentwicklung/coaching/coaching-fur-alle/), (Coaching for employees), [Dissertationsvereinbarung](https://community.uibk.ac.at/uniwiki/index.php?title=Dissertationsstelle), (Thesis agreement ), [Qualifizierungsvereinbarung](https://www.uibk.ac.at/ffq/qualifizierungsvereinbarungen.html.de), (Qualification agreement) |
| Notes:  |

| Promotion and development |
| --- |
| Personal and professional development | * If required, assumption of functions and tasks, e.g. responsibility for research performance documentation and media; participation in committees (working committee on equal opportunities issues – AKG, works council etc.) and panels, responsibility for projects and studies
* Request for training(s)

Additional information: [Fortbildung](https://lfuonline.uibk.ac.at/public/vfb_public.kurse), (Further training), [Frauenförderung](https://community.uibk.ac.at/uniwiki/index.php?title=Programme_zur_Frauenf%C3%B6rderung), (Professional support for women), [Karrieremanagement](https://community.uibk.ac.at/uniwiki/index.php?title=Karrieremanagement), (Career management ), [Mentoring-Programm](https://community.uibk.ac.at/uniwiki/index.php?title=Mentoring-Programm_f%C3%BCr_junge_Wissenschaftlerinnen_der_Universit%C3%A4t_Innbruck), (Mentoring programme), [Dienstreise](https://community.uibk.ac.at/uniwiki/index.php?title=Dienstreise_-_Definition_und_Beantragung) (Business trips). |
| Notes: |
| **Leadership and cooperation** |
| Flow of information FeedbackTeam atmosphere | (Dis-) Satisfaction with * Working climate
* Flow of information and work instructions
* Participation in decision-making
* Feedback and support
* Recognition of good performance and constructive criticism
* Leadership behaviour
* Ideas for changes
 |
| Notes:  |
| **In case of planned retirement or change of employment status** |
| Working hours | * Requests for changes of employment status
* Planned date of retirement: fixed-term employment contract, taking maternity leave, parental leave, educational leave, sabbatical leave, partial retirement, reaching retirement age, etc.

Additional information: [Altersteilzeit](https://community.uibk.ac.at/uniwiki/index.php?title=Altersteilzeit_-_Antrag), (Partial retirement), [Bildungskarenz](https://community.uibk.ac.at/uniwiki/index.php?title=Bildungskarenz), (Educational leave), [Elternkarenz](https://community.uibk.ac.at/uniwiki/index.php?title=Elternkarenz), (Parental leave ), [Freistellung](https://community.uibk.ac.at/uniwiki/index.php?title=Freistellung), (Sabbatical leave), [Pension](https://community.uibk.ac.at/uniwiki/index.php?title=Pension_-_Pensionierung), (Retirement), [Sabbatical](https://community.uibk.ac.at/uniwiki/index.php?title=Sabbatical_%E2%80%93_KV_Personal) (Sabbatical). |
| Tasks and duties and knowledge transfer  | * Career goals/requests for the remaining time of employment
* Changes and assumption of responsibility/transfer of tasks
 |
| Notes: |

**Appendix**: Examples of goal agreements

* Submitting an application for competitive third-party funding to a research funding institution (e.g. FWF, EU, ÖAW, OeNB) with an objective award procedure and external peer review by the end of the coming year.
* Presentation of/presenting one’s own research results at an international conference in one’s own research field by … (date).
* Re-designing a course (to be held in English) on … for master’s students in the winter semester …
* Attending a course on scientific writing in English and preparing a publication in English in one’s own field of research in an international journal of one’s own field of research by … (date).