## Blasen SilhouettePossible topics for interview preparation

## General staff and management

The links will take you to the corresponding agreements

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| **Work situation** | |
| Tasks and duties | * Review of tasks and agreed work objectives from the previous year * Assessment of quality and quantity of work * Satisfaction with one’s scope for action and decision-making * Cooperation with colleagues and third parties |
| Working conditions | * Working hours: holiday allowance and time compensation, home office * If requested:   Health status, e.g. time management, resilience  Compatibility of work and family, e.g. childcare, care of relatives  Equipment and safety, e.g. workplace ergonomics and data protection  Additional information: [Ergonomie](https://www.uibk.ac.at/arbeitssicherheit/arbeitsmedizin.html/arbeitsplatz-ergonomie.html) (Ergonomices), [hochschuleundfamilie](https://community.uibk.ac.at/uniwiki/index.php?title=Hochschuleundfamilie) (universityandfamily), [Homeoffice (Home office),](https://community.uibk.ac.at/uniwiki/index.php?title=Homeoffice) [Gesundheit und Sicherheit am Arbeitsplatz](https://community.uibk.ac.at/uniwiki/index.php?title=Gesundheit_und_Sicherheit_am_Arbeitsplatz_-_Arbeitnehmerinnen-_und_Arbeitnehmerschutz) (Health and saftey at the workplace), [Urlaubsverbrauch](https://community.uibk.ac.at/uniwiki/index.php?title=Hinweis_zum_Urlaubsverbrauch&title=Hinweis_zum_Urlaubsverbrauch) (Holiday allowance), [uni innsbruck | gut drauf!](https://www.uibk.ac.at/de/personalentwicklung/uni-innsbruck-gut-drauf/), [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 | * Development opportunities * Implementation/application of completed trainings * Agreement of work goals for the coming year   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), [Fortbildung](https://lfuonline.uibk.ac.at/public/vfb_public.kurse) (further education) |
| Notes: | |

| Promotion and development | |
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| Personal and professional development | * Requests and expectations within the scope of the current area of responsibility and with regard to one’s future development * Assumption of temporary projects and functions as well as participation in committees (such as AKG - working committee on equal opportunities issues, works council), and/or assuming responsibility for safety and security, etc. * Request for further training(s)   Additional information: [Dienstreise](https://community.uibk.ac.at/uniwiki/index.php?title=Dienstreise_-_Definition_und_Beantragung) (Business trips), [Fortbildung](https://lfuonline.uibk.ac.at/public/vfb_public.kurse) (Further education), |
| Notes: | |
| **Leadership and cooperation** | |
| Flow of information  Feedback  Team 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 level/status** | |
| Working hours | * Requests for changes of employment status * Planned date of retirement: fixed-term employment contract, taking maternity leave, sabbatical leave, educational 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), [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

* Assumption of the tasks XXX in the period XXX to help plan and organize congress XXX.
* Attended the training courses "Fit in Finance" as well as "SAP Budget Reports", consequently taking over sole responsibility of the payment transactions and the department budget.
* Adaptation of the department homepage to the current university content management system by XXX.
* Processing e-mails to and from students within a maximum of … hours as of now.