

## 1. PREPARATION

- Your supervisor informs you about the upcoming annual interview.
- You prepare for this by reflecting on the agreements made over the past year. You create a new annual interview in AFAS
- Consider which topics you want to discuss during the interview. You can use the conversation card with topics for this.
- Review your ancillary activities and current leave balance in AFAS and discuss these during the annual interview.
- As part of your preparation, it's helpful to request feedback. Together with your supervisor, determine who you can ask for feedback. You can request feedback via AFAS.

## 2. REFLECTION

- Reflect together with your manager on the past year. Review the agreements made, your (team) contributions, and development. Your manager will provide an assessment of how you have performed your role.
- What feedback collected is valuable to discuss?

## ANNUAL INTERVIEW

## 3. PLANNING FOR NEXT YEAR

- What would you like to develop, and how can you achieve that?
- What would you like to spend more time on in the coming year?
- Discuss your goals and agreements for the coming year. The framework for this includes the UFO job profile and the associated competencies. You can use the conversation card and the information on the Service portal page as a tool.
- Discuss with your supervisor how the agreements align with team and organisational goals.
- As a check, assess whether the result agreement is SMART (Specific, Measurable, Acceptable, Realistic, and Time-bound).

## 4. COMPLETION

- Have you completed the annual interview? Please finalise the report within two weeks and record the agreements in AFAS.
- Your supervisor will receive a task for approval. Afterward, it will be stored in your file.