

Questions for employee development interviews (MUS)

Name, employee:

The purpose of the yearly employee development interview (MUS) is to give the employer a feeling about your welfare when being at work and if anything needs to be adjusted to improve your well-being.

The employee development interview (MUS) is a conversation between the employee (you) and the leader. This conversation will give the leader the opportunity to ensure individual feedback from the past year and furthermore the employee will get the chance to impact on his/her own work situation.

The conversation should be regarded as an opportunity for the employee to tell how things are going at work. The employer is committed to follow up on the improvements, which are agreed on through the conversation. In brief, the conversation is the employee's chances to improve his/her work conditions.

Work areas- and condition

Give a brief description of your current work routines:

Which working routines do you like the most and which working routines do you like less?

Do the hours of work suit your working routines? (Do you have too much/not enough time to fulfill your routines?)

Which of your current work areas would you like to work more with in the future?

Do you have access to the information needed? What could potential be improved?

Do you have access to the work tools you need? What could potential be improved?

Do you have any areas of responsibility where your qualifications are insufficient?

Are you good at planning and organizing your own work?

Describe your relationships to your nearest colleagues, both professional and personal?

How do you think your nearest colleagues consider you?

Do you think you get the support and advice you need from your leader?

How is the atmosphere among you and your colleagues?

List up 3 things, you think describes a good leader:

How do you think your leader consider you as an employee?

Is there anything in relation to work life and leisure time which could be improved?

Notes: