

Use of self-service option annual consultation

Quick Reference Card for employees

From 2020, the annual consultation and assessment will be called 'the annual consultation'. Here at Vrije Universiteit Amsterdam we noticed that there was a need for change. Our interview cycle used to include an annual assessment that no longer contributes adequately to utilizing talents, optimizing performance and the agility of our organization. There is no fixed agenda, the assessment system will lapse and all employees will be required to write a reflective report in preparation.

The current self-service option for the annual consultation has also been modified:

- The assessment tab has been removed.
- There are also fewer mandatory fields in the self-service option because there are no longer any mandatory topics of conversation.
- Any additional supervisors providing input for the annual consultation are now called co-supervisors instead of second assessors. The working procedure for using informants remains unchanged.
- The option to object has been changed to 'signed as seen'.

This self-service option will be completely replaced in the new administrative system in 2021. As a result, only the most urgent changes have been implemented at this time. For more information, click on the help function in the self-service option.

Phase of the annual consultation	Explanation	Instructions
1. Initiate and prepare	Your supervisor initiates the annual consultation. You will receive a task via VUNet to prepare for your annual consultation. This preparation consists of at least a reflective report. Your supervisor can ask you a question to prepare for the consultation via the self-service option. You and your supervisor may both invite informants. Your supervisor can decide to ask a co-supervisor to provide input for your annual consultation.	
2. Providing input: reflective report and agreements from the previous period	You will write a reflective report in preparation of your annual consultation. You can find a format to use on VUNet, as well as questions for inspiration and information about training courses.	<p>You will upload your reflective report and the response to agreements from last year's annual consultation to part A: preparation and agreements from the previous period.</p> <ul style="list-style-type: none"> • If any agreements from the previous annual consultation are included, then please comment on these agreements in the comments field. • Copy your entire reflective report into the comments field under your supervisor's question or upload your report as an appendix in PDF format. <p>If you have access to part B: report and agreements for the coming period, then prior to the consultation you can add notes for agreements you would like to make.</p>
3. Submit items for the agenda	You will set the agenda with your supervisor. There are no mandatory topics of conversation. Consider possible agenda items such as workload, social safety, working conditions and development.	You may submit items for the agenda to your supervisor by email or include them in the self-service option, for example by writing them in the comments field to your supervisor's question or in your reflective report. Agree a method of submission with your supervisor.
4. Report and completion	The report and the agreements made are recorded by your supervisor in part B: report and agreements for the coming period . Because there is no longer a formal evaluation, the option to object has been changed to 'signed as seen'.	If you approve the agreements and the report, you can sign 'as approved'. If you do not approve of the agreements and/or report, you may submit a change request. If your supervisor does not honour this request, you can sign 'as seen'. The report, including the change request and your supervisor's response, will then be sent to the immediate supervisor. The immediate supervisor can approve the report, in which case the report, including your change request, will be added to your file. The immediate supervisor can also decide that a modification is needed, in consultation with you and/or your supervisor.