Use of self-service option annual consultation

Quick Reference Card for supervisors and co-supervisors

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. From now on there will be 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.
For more information, click on the help function in the self-service option.

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Phase of the annual consultation	Explanation	Instruction and tips
1. Initiate and prepare	In the first tab of the self-service option you invite those involved in the annual consultation, such as informants and any co-supervisors. The working procedure for using informants remains unchanged. You can also send everyone involved a question to properly prepare for the annual consultation.	The tab with assessment scores and explanatory notes has lapsed. The employee and co-supervisor can now provide input using the response fields (for the question from the supervisor) comments fields for the agreements and appendices (see preparations per role). All information that is entered via the response fields or comments fields will be visible on the printed version of the interview form. If you have a preference for a specific submission method (for example all text in the response field or in the appendices), please make sure you inform everyone involved.
2. Preparation by the employee	The employee prepares for the annual consultation by submitting a reflective report. In the initiation of the annual consultation you can ask the employee a question, for example to prepare for a specific subject or to supply additional information as well as the reflective report.	The employee will upload their reflective report and the response to agreements from last year's annual consultation to **part A: preparation and agreements from the previous period.** • A response to the agreements from the previous period can be entered into the comments fields. • The complete reflection can be entered into the response field added to the supervisor's question. • The reflection and any other appendices can be uploaded as an appendix. Prior to the consultation, the employee has the option of providing input for agreements for the coming period in **part B: report and agreements for the coming period**, unless you have blocked this option in the tab **Period and those involved**.
3. Preparation by the co-supervisor	If there is a second supervisor you would like to ask for input about the employee's performance, then please add a co-supervisor to the annual consultation in the tab **Period and those involved**.	You can ask the co-supervisor via the self-service option to provide a question to receive targeted input, for example by asking about performance related to specific tasks, competencies or cooperation. The co-supervisor can provide input in various ways: • via the response field added to the supervisor's question • via an appendix in all tabs • in the comments fields in **part B: report and agreements for the coming period**, unless you have blocked this option in the tab **Period and those involved**.
4. Setting the agenda	Set the agenda with the employee. There are no mandatory topics of conversation. Consider possible agenda items such as workload, social safety, working conditions and development.	The employee can submit points for the agenda via email, via the response field to your question in the self-service option, or via the reflective report. If you have a preferred method of submission then make sure to discuss this with the employee.
5. Report and completion	The agreements made are recorded in **part B: report and agreements** for the coming period. A report of the conversation can be uploaded as an attachment (pdf). Because there is no longer a formal evaluation, employees can no longer lodge a formal objection. However, employees can still submit a change request and may 'sign as seen'.	If the employee approves the agreements and the report, they can sign as approved. The report will then be submitted to the immediate supervisor. If the employee does not approve the agreements and/or report, a change request can be submitted. If as a supervisor you do not honour this request, the employee can 'sign as seen'. The report, including the employee's change request and your 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.