

Template - teacher and researcher

Assessment of employee's duties

Name: _____

Summarize the year's results based on the goals set

Assessment of employee's performance (salary criteria)

Results and skills based on the requirements of the organization

Performance	1 Unsatisfactory	2	3 Good	4	5 Excellent
Work skills					
Achieve agreed work results within the scheduled time					
Prioritize and delimit work based on set goals					
Work efficiently while also achieving sufficient quality					

Proven ability to cooperate

Cooperate with people at different levels within and outside KI					
Share their own knowledge and experience					
Contribute to an open and good atmosphere in the workplace					
Treat colleagues and managers in a positive, respectful and equal manner on equal terms.					

Proven ability to contribute to the organization's development

Performance	1 Unsatisfactory	2	3 Good	4	5 Excellent
Find new solutions/working methods					
Be solution-focused					
Adapt to changing conditions					
Ability/willingness to take on new tasks					
Develop their own competence based on the needs of the organization					
Actively contribute to the development of KI at the group, department and university level					
Keep their skills up to date					

Pedagogical skills

Impart, develop and lead high-quality education					
Create engagement and interest in the subject					
Pedagogical development work and teaching material preparation					
Contribute to the internationalization of the education					
Employ a gender equality and inclusion perspective in teaching					

Scientific skills

Achieve high-quality scientific results based on a gender equality and equal treatment perspective					
The degree of national and international publication, qualitative and quantitative standards					
Number of citations in national and international articles/publications, qualitative and quantitative standards					
Ability to apply for and obtain external research funding					
Ability to supervise doctoral students and postdoctoral students					
The scope of assignments in external research organizations					
The scope of guest research at other universities nationally and internationally					

Administrative work and collaboration with surrounding society (globally)

The scope of management assignments or assignments within bodies at the university					
The ability to disseminate research information, popular science lectures and appearances in mass media					
The scope of assignments as an expert, external reviewer or as a member of an examining committee in a public thesis defense					
The extent of efforts to develop contacts with the business sector and public sector					
The extent of collaboration with external partners					

Summary

Summarize the salary-setting based on the following factors that affect pay. The salary is set on the basis of responsibility and degree of difficulty, and results and skill in their work. In some cases, the market may affect salary-setting. Education, age and experience do not directly affect salary-setting, but can have an indirect impact through increased responsibility and degree of difficulty as well as better results and skill in their work.

