Dear _________________

I would like to invite you to a staff performance and development review. The review addresses your task completion, well-being, motivation and development, including how you contribute to the workplace's core task, values, visions and cooperation.

Before we meet, I ask that you fill out the preparation sheet and bring it to the meeting. You must relate to the four basic psychological needs that the dialogue focuses on: mastery, meaning, belonging and autonomy. You must mark how you currently feel about the specific need so that we both get a holistic picture of your work life as you are currently experiencing it. I would like to draw your attention to the fact that there is no expectation on my part or on the part of the organisation that you share personal matters or considerations during this process if you do not want to.

The preparation sheet is yours and does not need to be handed in.

I would recommend that you read the Guidance for Staff Members which I have attached along with the preparation sheet. You can also find inspiration for your preparation in the supplementary guide for staff members. In preparation, you should also consider which of the four basic psychological needs you would like to begin the dialogue with.

We use the preparation sheet as our starting point and talk further based on the Staff Performance and Development Review – Dialogue Guide that you find on in the AAU Handbook. Please also take a look at this in your preparation. Our conversation will alternate between your own experiences and feedback from me. We will talk about how we can strengthen your task completion, your well-being, motivation and development. We conclude by summarising agreements and actions as a follow-up to the dialogue. We fill this out in the competence development plan that will serve as our joint 'minutes' from the staff performance and development review.

You may want to prepare for the review along with a colleague.

The meeting is expected to last _____ hour(s).

Kind regards,

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