Preparing for the staff performance and development review

When you prepare for your review, you must start with the ‘dialogue compass’ and the four needs. You must consider how you currently feel about each of the four basic psychological needs in terms of yourself and your work life. You score yourself from 1-6.

The dialogue compass is a dialogue tool – it is not a test, and there is nothing absolute about the number score. A score is not a fixed and objective score, but a subjective snapshot of how you feel about your well-being. The number is meant to give you and your manager a concrete starting point to help structure the dialogue. You can find suggestions on what questions to ask yourself as you prepare to talk about your current situation. These can help you decide where to put your number score and what is important to your placing it there today. Perhaps there are also other important things in your life that you need to reflect on. You know this best yourself, and you can always take this into account in your decision.

Dialogue

The staff performance and development review between you and your manager is based on your compass. From this perspective, the dialogue looks back and takes stock of the current situation but is also forward looking. When you look ahead together, it is with a view to – in a realistic way – agreeing on how you can develop in your work to contribute even more to completing the organisation’s tasks in the coming year. You can also agree on how you, your manager and the workplace can help support this development. You write down these agreements together in the competence development plan.
Mastery

This is about considering whether and to what extent you feel that you are mastering your tasks. Some of the questions can help you clarify where you are on the scale in the current situation. Some of the questions can also help you put your current situation into words for the dialogue where you and your manager will reflect on your current situation together. For example, you might ask yourself:

- Am I challenged in my work life? Too much? Too little? About right?
- How do I feel about having the competencies needed to solve my tasks?
- How do I feel about my development with my tasks?
- Do I find that I have sufficient resources available to complete my tasks?
- How do I feel about my work-life balance?
- Do I feel that what I can do and contribute in the workplace is appreciated?
- Do I find that my tasks and functions contribute to solving the core task? How?

Mening

This is about considering whether and to what extent you experience meaning in your work. Some of the questions can help you clarify where you are on the scale in the current situation. Some of the questions can also help you put your current situation into words for the dialogue where you and your manager will reflect on your current situation together. For example, you might ask yourself:

- Am I happy with my work?
- What motivates me in my work? What demotivates me?
- Am I happy with my tasks?
- Are there tasks that make more/less sense to me?
- Are there other tasks I would like to have (and some I would like to get rid of)?
- Do I feel that I am on the right course in terms of where I want to go in my work life? If not, consider what it will take for me to achieve this.
- How do I feel about safety and security in relation to my work situation?
- What do I think of my work conditions?
- How do I experience the organisation’s vision and strategy?
- How do my personal values align with the organisation’s core values?
- Is there anything in my current life situation or life stage that impacts my work life in a positive or negative direction?
- How do I feel about my contribution to the organisation’s vision, strategy and values?
Staff Performance and Development Review

Questions for the four basic psychological needs

**Belonging**

This is about considering whether and to what extent you feel a sense of belonging in your work. Some of the questions can help you clarify where you are on the scale in the current situation. Some of the questions can also help you put your current situation into words for the dialogue where you and your manager will reflect on your current situation together. For example, you might ask yourself:

- How do I feel about collaboration with my colleagues?
- How do I involve others in my tasks, processes, decisions?
- How do I feel about being involved in other people’s tasks, processes, decisions?
- How do I feel about my relationships with students, partners or other stakeholders?
- How do I feel about my relationships with management?
- How do I feel about the tone and working environment in the workplace?
- How do I feel about my contribution to the organisation's community and culture?

**Atonomy**

This is about considering whether and to what extent you feel you can be yourself in your work. Some of the questions can help you clarify where you are on the scale in the current situation. Some of the questions can also help you put your current situation into words for the dialogue where you and your manager will reflect on your current situation together. For example, you might ask yourself:

- Do I feel that I have self-determination in my work life?
- Do I feel that I have influence on my work conditions?
- Do I feel that there is receptiveness and respect for the things I offer in my work life?
- Do I feel that my potential and ambitions are understood and/or fulfilled in my work life?
- Are there contexts in my work life where I feel that I am being more myself than in others?
- How do I feel about my contributing to others feeling seen and acknowledged in the workplace?
- How do I feel about my being valued and acknowledged in my work life?