## Topic work tasks and work environment

* What have been my work tasks, responsibilities, accountabilities and the focus of activity over the past year and currently?
* As an employee, what contribution have I made to the overall goal of the department in the past year?
* Are there any changes in the work area that have affected me or are currently affecting me?
* How do I cope with the work demands?
* How do I organize my work or my workplace?
* Which tasks are particulary suited to me (strengths), where do I need support?
* Are there any problems in the workflow? Are there any ideas, how the processes could be improved?
* What are my workplace conditions (e.g. technical equipment)?
* Overall, how satisfied am I with the work situation?
* What could be improved?

## Topic leadership and cooperation

* How do I experience my superior in terms of guidelines, control and support for tasks to be completed?
* Do I receive the necessary information to complete my tasks?
* Do I feel recognized and accepted by my supervisor?
* Can I contact my supervisor in case of difficulties? Do I receive support?
* What is going well in the cooperation with my supervisor?
* Overall, how satisfied am I with the work situation in terms of collaboration and leadership?
* What could be improved?

## Topic teamwork

* How is the working atmosphere in the team?
* Which role do I play in the group of colleagues?
* How is the division of labour in the team?
* Am I supported by my colleagues? Do I support my colleagues?
* Is there a representation regulation for holidays, sickness etc. and how does it work?
* Are there conflicts or tensions in the team, how do we deal with them?
* Overall, how satisfied am I with the teamwork?
* What could be improved?

## Topic perspectives and development opportunities

* Through which activites / taks and further education have I gained further qualifications in the past year?
* What are my strengths? Where do I have development potential?
* What are my current career prospects? How do I envision my future career?
* Which type of support would promote my professional development?
* Are there tasks (current or in the future) for which I need specific knowledge that I do not yet have? What further education do I need to successfully complete the tasks?
* Is there anything else that is important to me (with a view to the future)?
* This is truly important to me…