



## The Annual Interview of Mainz University

### About the Annual Interview

The annual interview is a meeting between the supervisor and the employee. It takes place once a year without a specific occasion, undisturbed and without time pressure, based on intensive preparation (manual) and according to a specific “road map” and confidentially. The employment situation and the mutual perception of the current and future working relationship are discussed systematically. In particular, this comprises the personal (development) opportunities of the employee.

### The goal of annual interviews

The goal is to improve

- the working relationship between employees and supervisors at JGU
- teamwork
- work satisfaction
- motivation, and
- development opportunities of the employee
- -the application of the Leadership Principles at JGU in the daily work routine

### Support

Employees and supervisors can contact the Personnel Development Unity (PE) if they

- wish to get consulting on the annual interview
- need support for preparing (difficult) annual interviews or
- would like to use other support options (counseling, coaching, etc.).

With the introduction of the annual interviews at JGU, we also founded the so-called “Counseling Group”. The Counseling Group is a point of contact for supervisors and employees alike. It is responsible for

- clarification and reconciliation in the event of disputed issues and for
- collecting suggestions for the constant improvement of the annual interviews.

The counseling group, upon request, clarifies whether it should get involved or whether the case is forwarded to an ombudsman. The following staff members can act as ombudspersons: members of the staff council, ombudsperson of the severely disabled or the equal opportunities representative of the University Senate.

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## Manual on Annual Interviews

This manual seeks to support you in preparing for and conducting the annual interview. In the "Manual on Annual Interviews," you will find a step by step system for the purpose of information, preparation, conducting, and following up on the annual interview.

The "Manual on Annual Interviews" can be found at the sharepointarea (access only for members of the JGU). It consists of different work modules.

- **Work module 1: Guidelines on the Framework conditions**  
*This work module explains in a comprehensible way some specific aspects of the Staff agreement.*
- **Work module 2: Invitation Letter**  
*Invitations of Annual Interviews can be given by an invitation letter or verbal. You find the invitation as a word document for download here.*
- **Work module 3a: Guidelines for preparing and conducting the annual interview: Supervisors**
- **Work module 3b: Guidelines for preparing and participating in the annual interview: Employees**  
*The guidelines for preparing the annual interview for Supervisors and Employees are identical, but verbalized out of the perspective of the communication partner for a well-succeeded preparation.*
- **Work module 4: Instructions for conducting the annual interview and interview techniques for Supervisors**  
*Supervisors conducting the interview along the different stages. In this work module you can find details of important things in each stage and how to use supporting communication techniques.*
- **Work module 5a: Documentation form**  
*The Annual Interview is divided in three sections. It is advisable to document speaking results after every phase. For it we offer the documentation form which has to be signed by both communication partners. The documentation is owned only by the them and serves as a reminder during the year as well as a help to prepare the next Annual Interview.*
- **Work module 5b: Amendments to the documentation form**  
*This form enables the employees to add contents or notes to the documentation form, if they want to make some amendments.*
- **Work module 6a: Measures for implementing Training Needs**
- **Work module 6b: Further measures**  
*The contents of Annual Interviews are confidential. However it can be necessary regarding to specific agreements to inform a third person. That will be reached on a Consensus - for it we offer the list of measures for implementing Training Needs or further Measures.*
- **Work module 7: Follow-up work on the implementation of training measures - summary of all interviews for Supervisors**  
*Supervisors conducting generally more than one interview. If they have an agreement with employees to participate in training courses, they can use the summary of that and inform the Personnel Development Unit (PE) about the need.*
- **Work module 8: Glossary**  
*Here you can find information about the different types of interviews with employees.*
- **Staff Agreement on the conducting of annual interviews at Johannes Gutenberg University Mainz**  
*The Staff Agreement gives "basic rules" of the Annual Interview at the JGU Mainz and is the foundation for leading it.*

### Sharepoint Annual Interviews (Manual on Annual Interviews for download):

<https://teamweb.unimainz.de/formulare/jahresgesprache/SitePages/Homepage.aspx?RootFolder=%2Fformulare%2Fjahresgesprache%2FFreigegebene%20Dokumente%2FAnnual%20Interviews%20%20English%20Version&FolderCTID=0x0120001151DF825A64194CAE658E1123BEA4E2&View={6E0E17A6-C99F-42D6-A707-417C7F10B813}>