

Utrecht University Regulations governing Assessment and Development Interviews

Please see Articles 6.7 and 6.8 of the Collective Labour Agreement for Dutch Universities (CAO NU)

1. The Assessment and Development Interview is an interview in which the supervisor and the employee exchange their views on the results achieved by the employee, in principle on the basis of previous agreements on responsibilities and performance. The supervisor (assessor) will provide a final assessment of the performance of the employee.
2. In the Assessment and Development Interview, the supervisor and employee should in any case come to agreements on the duties and development of the employee, including on the basis of the UFO profile that applies to the employee. These agreements will form the work programme for the employee in the forthcoming period.
3. The supervisor will conduct an Assessment and Development Interview with the employee once a year. An interview may also take place at the request of the employee.
4. Prior to this interview, the employee will draft a reflection report and submit it to the supervisor. This reflection report will be part of the Assessment and Development Interview.
5. The supervisor will record the views exchanged during the interview, as well as the final assessment and the agreements made (regarding duties and development) in a report. The supervisor will give the relevant employee two weeks to respond to this report in writing.
6. The supervisor will conclude whether or not the report can remain as-is or requires fine-tuning. In the latter case, the supervisor will amend the report. The supervisor will sign the report and send it to the employee.
7. The employee will sign the report to indicate that they have read it and agree to the commitments.
8. If the employee does not agree with the assessment as it is set out in the report, the employee may submit any written reservations to the mandatory or sub-mandatory, with a copy sent to the supervisor.
9. The supervisor shall ensure that the report, the employee's reflection report and any written response provided by the employee is retained in the personnel file.

These regulations, as amended in consultation with the University Labour Representation Board on 4 December 2019, shall come into force on 31 December 2019 and will replace the previous regulations.