



UPPSALA  
UNIVERSITET

HR-department

## SUPPORT TEMPLATE

February 2023

### EMPLOYEE DIALOGUE

#### Aim

On an overall level, the dialogues should contribute to the employee's understanding of the University's [Mission, Goals and Strategies](#) and highlight the employee's role in development of the organisation. Another important function is to create a shared understanding of the employee's working environment, both organisationally and socially and physically.

The employee dialogue takes place in dialogue between the manager and employee, and should primarily focus on the current situation, the future, and development in relation to the assignment of the organisation and the employee. The dialogue serves as evidence of the ongoing dialogue over the year and supplements the raise dialogue. For doctoral students, teachers and researchers, it may be relevant to have supplementary discussions about academic career development with e.g. a supervisor, research group leader or professor responsible for the programme.

The dialogue should culminate in a jointly agreed plan for what the employee and manager should do to ensure the employee's and the organisation's continued development and good working environment.

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Division's/unit's assignment:

Name:

Date:

Look back. Goals and results. Follow-up of agreements.

- *What has happened since the last dialogue?*
- *How do you think things have gone?*
- *Agreements from previous dialogues? Anything left to do?*

Working environment and health

- *How are you feeling?*
- *How do you use your wellness allowance and your wellness time bank?*
- *Do you get on well at your workplace?*
- *What is your opinion on your physical working environment?*
- *What is your workload like? Do you have the opportunity to recover? Do you feel like you have a good work-life balance?*
- *Do you feel at risk in any way at home or in the work place?*

- *Lately, have you been subjected to violence, psychologically or physically, at home or in the work place?*
- *Are you concerned that a colleague may be subjected to violence at home or in the work place?*
- *When do you feel that you enjoy your work best? How can you as an employee and I as a manager increase the amount of time you feel this way?*
- *Summary. What can you as an employee and I as a manager do?*

#### **Assignment and conditions for doing a good job**

- *How would you describe your conditions for doing a good job? Do you have what you need? (Resources, clarity, priorities, skills)*
- *How do you view your assignment? Is it clear and reasonable in relation to time and resources? How does your skill set match your work tasks?*
- *Do you feel like you have a say in your work situation?*
- *Summary. What can you as an employee and I as a manager do?*

#### **Relationships and cooperation**

- *How well do you think cooperation works within the unit and the division? What about with other parts of the university?*
- *In what way do you contribute to our shared working environment?*
- *Feedback to me as manager: What would you want me to do more or less of in order to support you in your work and your development?*
- *Summary. What can you as an employee and I as a manager do?*

#### **Development**

- *What do you want for your professional life in the coming years?*
- *Do you feel that you are coming into your own and that your skills are being utilised?*
- *Do you have skills that are not being utilised right now?*
- *What development do you need to thrive and be able to perform your assignment?*
- *What are your thoughts regarding any future leadership or manager assignments?*
- *Summary. What can you as an employee and I as a manager do?*

#### **Outside activities**

According to the regulations laid out in guideline UFV-PA 2019/3906, teachers with R&D-related outside activities and managers covered by the Chefsavtal collective agreement [Manager Agreement] are required to register their outside activities in writing in Primula. Other employees do not need to register their outside activities in writing.

- *Do you have or do you plan to start any outside activities?*

For teachers and managers covered by the Chefsavtal collective agreement who answered Yes.

- *Have you registered your outside activities in Primula?*

#### **Summary and planning of new agreements**

- *How should we summarise this dialogue? What is important for us to take with us?*
- *Who should do what and when? How should we follow this up?*

#### **Reflection on the dialogue**

- *What are your thoughts about the dialogue as a whole? Any suggestions for development?*
- *Is there anything you want to bring up that we have not touched on?*