



ASSESSMENT TEMPLATE

SALARY DISCUSSION

Revised 2018-11-06

To think about before and during the salary discussion

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- Employees and managers prepare for the discussion individually, a self-assessment / assessment of the employee's results and skills within the respective salary criteria. The documentation is then used as a basis for dialogue in the salary discussion. The assessment must be made in relation to what was said during the performance review meeting.

Assessment criteria for the salary criteria:

- Improvements are needed to reach set goals. Although the level of performance needs to be improved.
- Meets set goals and makes a good and solid work effort.
- Exceeds set goals in several respects and make an extraordinary work

More information

Please read guidelines for salary setting at University West, no. 2016/370 A 21.

Salary Criterion - Result

You achieve a good result by:

- performs your duties with good quality
- works to contribute to the whole and to achieve the University's goals
- reach the individual goals planned in consultation with your manager
- plans and completes / conduct your duties within the specified framework
- follows up on their own work and how it contributes to the results of the organisation

Mark on the scale what best meet your view

1. Improvement is needed to reach set goals. The level of performance also needs to be improved.
2. Meets set goals and makes a good and solid work effort.
3. Exceeds set goals in several respects and makes an extraordinary effort.

1	2	3
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Notes:

Salary Criterion - Competence

You contribute your skills and turnover of your knowledge in your daily work by:

- actively maintains a good knowledge of your area of work
- share your knowledge with others
- In your work, consider the regulations and guidelines governing the university's work

Mark on the scale what best meet your view

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1	2	3
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Notes:

Salary Criterion - Cooperation

You contribute to cooperation by:

- communicates and participates constructively in meetings / contacts within the university, between educational institutions and the surrounding community
- is available to employees, students and the surrounding community
- actively participates in workplace meetings and other joint forums

Mark on the scale what best meet your view

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1	2	3
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Notes:



Salary Criterion – Working Environment

You contribute to a good working environment by:

- relate in accordance with the state and the university's core values
- provides and receives constructive feedback in the work
- treat employees, students and others in a respectful manner

Mark on the scale what best meet your view

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1	2	3
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Notes:

Salary Criterion - Development

You contribute to your own and organisation development by:

- actively participates in the planning and development work and contributes with ideas and suggestions on how the organisation and your own work can be developed
- recognises the consequences of new ideas and the ways in which measures can produce both positive and negative effects
- open to new ways of working

Mark on the scale what best meet your view

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Notes:

