

Template - technical and administrative staff (TA)

Assessment of employee's duties

Name: _____

Summarize the year's results based on the goals set

Assessment of employee's performance (salary criteria)

Results and skills based on the requirements of the organization

Performance	1 Unsatisfactory	2	3 Good	4	5 Excellent
Provide quality professional support to the organization					
Work skills					
Achieve agreed work results within the scheduled time					
Prioritize and delimit work based on set goals					
Work efficiently while also achieving sufficient quality					

Proven ability to cooperate

Performance	1 Unsatisfactory	2	3 Good	4	5 Excellent
Cooperate with people at different levels within and outside KI					
Share their own knowledge and experience					
Contribute to an open and good atmosphere in the workplace					
Treat colleagues and managers in a positive, respectful and equal manner on equal terms.					

Proven ability to contribute to the organization's development

Find new solutions/working methods					
Be solution-focused					
Adapt to changing conditions					
Ability/willingness to take on new tasks					
Develop their own competence based on the needs of the organization					
Actively contribute to the development of KI at the group, department and university level					
Keep their skills up to date					

Summary

Summarize the salary-setting based on the following factors that affect pay. The salary is set on the basis of responsibility and degree of difficulty, and results and skill in their work. In some cases, the market may affect salary-setting. Education, age and experience do not directly affect salary-setting, but can have an indirect impact through increased responsibility and degree of difficulty as well as better results and skill in their work.

