

## **Section 2 Performance and Development Interview, career interview and Training and Supervision Plan for PhD students**

### **6.2.1 Performance and Development Interview**

- 1 During a P&D interview based on competency management, which held at least once a year, the employer ensures that the following aspects are addressed:
  - a personal Result and Development Plan, including usage of development hours and a personal development budget;
  - career development in the short and/or long term;
  - appointment for next career interview;
  - evaluation by coach;and supplementary for PhD students:
  - Training and Supervision Plan for PhD student
- 2 Agreements in relation to the work method:
  - the manager and employee are jointly responsible for complying with the agreements;
  - on a regular basis (once every six months) the employee and their direct manager hold a performance interview;
  - Employees have the right to request a P&D interview;
  - within a reasonable term after commencement of employment, an "intake interview" (P&D interview) is held, in which at least the competences required for the job are discussed;
  - within six months after commencement of employment, a P&D interview is held with every new employee, in which this interview at least addresses the employee's performance and the annual plan;
  - a possible promotion from initial salary scale to functional scale is made on the basis of the P&D interview.

### **Article 6.2.2 Career interview**

Agreements in relation to the work method:

- the manager and employee are jointly responsible for complying with the agreements;
- at least once every four years, the direct manager and the employee conduct a career interview in the presence of the HRM officer;
- employees have the right to request a career interview;
- during the annual P&D interview, the employee and direct manager discuss the progress on the career agreements;

### **Article 6.2.3 Training and Supervision Plan for PhD student**

- 1 Following consultation with the PhD student and in agreement with the appointed supervisor, the employer will ensure that a personalised training and supervision plan is drawn up and that this plan is presented to the PhD student within three months of commencement of the employment contract.
- 2 Toward the end of the first year, the training and supervision plan will be supplemented for the further duration of employment, and if necessary will be amended from year to year.
- 3 In any case, the training and supervision plan will specify the following:
  - a the knowledge and skills that must be acquired and how these will be provided;
  - b who the supervisor for the PhD student is, i.e. the individual under whose supervision the PhD student works and who supervises the PhD research and thesis. If the supervisor is not also the thesis supervisor, then the training and supervision plan will specify that the PhD student will hold a discussion with the thesis supervisor about the PhD research before the beginning of the research, and at least once per year;
  - c the number of hours of personal supervision per month provided by the appointed supervisor, to which the PhD candidate is entitled.