

REGULATIONS PERFORMANCE AND DEVELOPMENT INTERVIEW WAGENINGEN UNIVERSITY

enacted by the Executive Board on 4 March 2005

Considering the provisions in Article 6.6 of the Collective Labour Agreement for Dutch universities, the Executive Board of Wageningen University enacts the following regulations:

Article 1 Definitions

For the purposes of these regulations, the subsequent terms are defined as follows:

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| a. employee: | an individual who is employed by Wageningen University; |
| b. employer: | the Executive Board of Wageningen University; |
| c. direct manager: | the officer under whose direct responsibility the employee works and who is charged with conducting the performance and development interview; |
| d. supervising manager: | the officer under whose direct responsibility the direct manager works; |
| e. P&D form | the form approved by the employer (in both digital and paper formats) which is used to record the content of the performance and development interview; |
| f. job profile: | the definition of job content according to the University Job Ranking (UFO) system, including the applicable result areas; |
| g. list of competencies: | the list approved by the Executive Board of Wageningen UR which contains the competencies that are used for establishing competency profiles; this list includes a definition of each competency, a number of behavioural indicators and an indication of the developmental potential; |
| h. competency: | the combination of knowledge, skills and attitude leading to observable behaviour; |
| i. job competency profile: | the competencies that are essential for a specific job profile; the job competency profile is determined by the employer; |
| j. individual competency profile: | the degree with which the employee possesses the competencies from the job competency profile; it is also possible to fill in an individual competency profile for all competencies from the list of competencies; |
| k. individual performance and development plan | agreements between the employee and his direct manager about the performances to be achieved and the desired competency development; |
| l. coach evaluation: | the employee's evaluation of the cooperation with his direct manager, focusing on how the employee is coached by the manager. |

Article 2 Nature and character of the Performance and Development Interview

1. During the performance and development interview, the functioning and development of the employee are discussed and evaluated, and agreements about these aspects are made focusing on the deployability of the employee inside and/or outside the organisation. In addition, the cooperation between the employee and the direct manager is addressed.

In any case, a performance and development interview must contain the following components:

- a review of the period under interview
 - competency profile
 - individual performance and development plan
 - career development
 - coach evaluation
2. The performance and development interview is considered to be the formal annual review referred to in Article 6.6 of the Collective Labour Agreement for Dutch universities (CAO NU).
 3. The deployability of an employee is largely determined by the degree with which he possesses the competencies required for his job, in addition to education, knowledge and experience. The performance and development interview must therefore pay attention to this aspect, among others, and is consequently an instrument for giving shape to competency management.
 4. Partly to benefit management decisions, the system of personnel evaluations in accordance with the "Performance Review Regulations of Wageningen University" will remain in force.

Article 3 Frequency and motivating factor

1. In principle, a performance and development interview is held once per year for every employee. In addition, it is desirable to periodically take account of the employee's progress.
2. The evaluation in the performance and development interview concerns either the previous year or the period since the preceding performance and development interview, unless other agreements have been made.
3. Without prejudice to the above provision, a performance and development interview will also be conducted when the employer believes this is desirable or when the employee requests this.
4. With new employees, an agreement about the individual performance and development interview is made within a reasonable time after they commence employment.

Article 4 Parties involved in the interview

1. The performance and development interview takes place between the employee and his or her direct manager.
2. At the request of one of these parties, the next higher manager, the HR officer or another individual that can play a role in discussing the functioning and development of the employee can be involved in the performance and development interview.
3. If desired, information from third parties about the job performance and functioning of the employee can be used in the performance and development interview.

Article 5 Organisation and preconditions

1. The direct manager is responsible for planning a performance and development interview. The manager and employee are jointly responsible for implementing and complying with the agreements made during the interview.
2. The content of the interview is recorded on the performance and development interview form, which is then approved and signed by both the employee and his direct manager.
3. The employee always receives a copy of the completed performance and development interview form and has access to these forms in the digital system.

4. The complete content of the P&D form is accessible to the employee, the direct manager and the HRM advisor. Unless the employee objects, the complete content of the P&D form is also accessible to the supervising manager.
5. For the purposes of the performance and development interview, the employee must have access to the plans of his organisational component with respect to objectives and activities (work plan, annual plan, strategic plan, etc.).
6. The performance and development interview is conducted with reference to the relevant job profile and the competency profile that are formulated based on the list of competencies of Wageningen UR.
7. For the evaluation of the job performance and functioning of the employee, information (if relevant) is used which is available from applicable documents; such documents include project evaluations, evaluations of educational activities (e.g. the Muggen-enquête – subject evaluation survey) and evaluations of research activities (e.g. performance reviews from Graduate Schools).

Article 6 Content of the performance and development interview

1. In the performance and development interview, the job performance and functioning of the employee are first discussed. After this, the direct manager makes his evaluation. This evaluation is based on the applicable job profile and the corresponding result areas. If the activities that are actually conducted deviate from those that are compatible with the job profile, then these are included in the performance and development interview.
2. The performance and development interview also addresses the qualifications that the employee must have with respect to the desired job performance and deployability. This aspect of the interview is based on the job competency profile. The degree with which an employee meets the requirements of this profile (the individual competency profile) is addressed during the performance and development interview.
3. With an eye towards the deployability of the employee, the performance and development interview also pays attention to the employee's career development, both long-term and short-term.
4. The cooperation with the direct manager is addressed by means of the coach evaluation, which is made by the employee.
5. In the performance and development interview, agreements are made on all points for which this is desirable regarding the optimisation of the functioning and development of the employee and the cooperative relationship with the direct manager. In every performance and development interview, the agreements from a preceding interview are evaluated.
6. To the extent with which the performance and development interview concerns a point of view of the direct manager with which the employee disagrees, the employee has the option of making note of this on the form that is used to record the interview.

Article 7 Legal protection and notice of objection procedure

1. Based on the provisions in the General Administrative Law Act, the employee can file a written notice of objection – including an explanation – against the content of the performance and development interview within six weeks after its enactment by the employer.
2. If the employee has filed a notice of objection against the content of the performance and development interview, before making a decision the employer acquires the advice of the Advisory Board for Notices of Objection, unless the notice of objection is thought to be obviously valid.

Article 8 Formal title and date of enactment

The formal title of these regulations is "Regulations for the Performance and Development Interview Wageningen University", which, by decree of the Executive Board dated 28 September 2009, was amended with effect from the same date.