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| |  |  | | --- | --- | |  | **HR-afdelingen** Fredrik Bajers Vej 7F 9220 Aalborg Ø  Edited 11 January 2017 | |

**LUS template for managers**

1. **Since our last LUS interview – looking back as a basis for looking ahead**

How did the past year go? What did you want to do, and how did you succeed? Did unexpected things happen to you? Are you satisfied – with yourself, your contribution, the recognition you have received? Have you experienced any managerial challenges – and if so, how did you tackle them?

Your manager’s feedback to you – how does your manager consider you and your work contribution? Your feedback to your manager – do you receive the support and backing you need from your manager?

1. **Tasks**

A brief status of the development of your faculty/department/section and you as a manager.

How are you coping? Where did you succeed? What are the challenges? Is your faculty/department/section accomplishing the targets it sets? How is the working environment? Are there issues we should make an effort to improve/change in the coming year? What is your idea of good management?

1. **Job satisfaction and cooperation**

Do you find your job interesting and enriching – or do you find it distressing? How is your cooperation with members of staff (both academic (VIP) and technical/administrative (TAP) staff)? How is your cooperation with other managers? How do you contribute to promoting cooperation and synergy across the organisation? Are you succeeding in promoting involvement, cooperation, creativity and openness in your management area?

1. **Specific strategic theme(s) of the year (selected by the relevant management forum following consultation by the Liaison Committee)**

Which specific strategic targets have been set by your faculty/department/unit this year? How will you ensure that you accomplish these? How are you contributing in your management area to the realisation of the AAU strategy? Do you have the necessary framework conditions for your strategic management work?

1. **The future**

Which possibilities do you see for the development of your present job? What are your career plans – short-term and long-term? Which concrete needs do you have in terms of your personal development as a manager?

* 1. If you are over 55 – have you considered whether your work and work conditions should change as you are getting older (e.g. retirement schedule and/or wishes regarding a senior scheme with reduced work load, reduced working hours, senior holidays)[[1]](#footnote-1)?

## Development plan/agreement form for (name of member of staff)

MUS conducted on (date):

Main issues of the interview (voluntary):

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| Agreement – purpose | Action to be taken | Time of action | When to follow up | Person responsible for taking action |
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Date: Date:

Signature of member of staff Signature of manager

1. According to AAU’s senior policy (agreement 3.08), senior interviews are mandatory at AAU from the time a member of staff has turned 60, and available on a voluntary basis when the manager or the member of staff find them to be desirable after the member of staff has turned 55. Senior interviews may be integrated in LUS interviews or may be conducted as separate interviews. [↑](#footnote-ref-1)