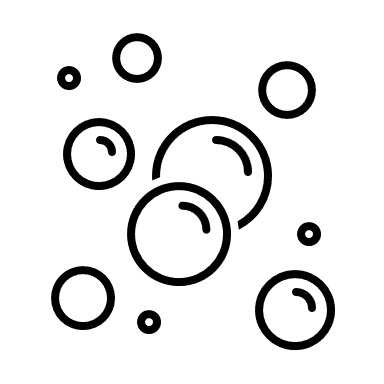
**Possible topics for interview preparation**

**Academic staff and management**

The links will take you to the corresponding agreements

| **Work situation** | |
| --- | --- |
| Research and third-party funding | * Agreed work objectives from the previous year * Research performance, publications * Scope of project performance (applications, acquisitions, rejections)   In each case, provide an overview of the previous year's research performance and third-party funding. |
| Teaching | * Agreed work objectives from the previous year * Scope of teaching relating to the previous year * Scope and quality of supervision of scientific papers * If requested:   New concept development, innovative teaching concepts, e-learning, etc.  Assessment of student feedback, results of teaching evaluation |
| Management | * Academic self-administration in the previous year * Assumption of leadership tasks and/or leadership responsibility * Satisfaction with one’s scope for action and decision-making * Cooperation with colleagues and third parties |
| Working conditions | * Working hours and holiday allowance * If requested:   Health status, e.g. workload, resilience  Compatibility of work and family, e.g. childcare, care of relatives  Equipment and safety, e.g. workplace ergonomics and data protection  Additional information: [Ergonomie](https://www.uibk.ac.at/arbeitssicherheit/arbeitsmedizin.html/arbeitsplatz-ergonomie.html), (Ergonomics) [Gesundheit und Sicherheit am Arbeitsplatz](https://community.uibk.ac.at/uniwiki/index.php?title=Gesundheit_und_Sicherheit_am_Arbeitsplatz_-_Arbeitnehmerinnen-_und_Arbeitnehmerschutz), (Health and safety at the workplace), [hochschuleundfamilie](https://community.uibk.ac.at/uniwiki/index.php?title=Hochschuleundfamilie), (universityandfamily ), [Stellenprofile wissenschaftliches Personal](https://www.uibk.ac.at/universitaet/profile-wiss-personal/), (Job profiles for academic staff), [uni innsbruck | gut drauf!](https://www.uibk.ac.at/de/personalentwicklung/uni-innsbruck-gut-drauf/), [Urlaubsverbrauch](https://community.uibk.ac.at/uniwiki/index.php?title=Hinweis_zum_Urlaubsverbrauch&title=Hinweis_zum_Urlaubsverbrauch), (Holiday allowance) [Wiedereingliederungsteilzeit](https://community.uibk.ac.at/uniwiki/index.php?title=Wiedereingliederungsteilzeit_-_Ablauf) (Re-integration part-time work) |
| Development of work outcomes and goals for the coming year | * Status quo in one’s career, e.g. doctoral thesis, qualification agreement, habilitation (= post-doctoral qualification) * Development opportunities * Implementation/application of completed trainings * Planned participation in congresses, access to networks/scientific communities * Agreement of work goals   Additional information: [Coaching für Führungskräfte](https://www.uibk.ac.at/de/personalentwicklung/fuhrungskrafte/coachingfuehrung/), (Coaching for managers), [Coaching für Mitarbeitende](https://www.uibk.ac.at/de/personalentwicklung/coaching/coaching-fur-alle/), (Coaching for employees), [Dissertationsvereinbarung](https://community.uibk.ac.at/uniwiki/index.php?title=Dissertationsstelle), (Thesis agreement ), [Qualifizierungsvereinbarung,](https://www.uibk.ac.at/de/forschung/nachwuchs-karrierefoerderung/qv/) (Qualification agreement) |
| Notes: | |

| Promotion and development | |
| --- | --- |
| Personal and professional development | * If required, assumption of functions and tasks, e.g. responsibility for research performance documentation and media; participation in committees (working committee on equal opportunities issues – AKG, works council etc.) and panels, responsibility for projects and studies * Request for training(s)   Additional information: [Fortbildung](https://lfuonline.uibk.ac.at/public/vfb_public.kurse), (Further training), [Frauenförderung](https://community.uibk.ac.at/uniwiki/index.php?title=Programme_zur_Frauenf%C3%B6rderung), (Professional support for women), [Karrieremanagement](https://community.uibk.ac.at/uniwiki/index.php?title=Karrieremanagement), (Career management ), [Mentoring-Programm](https://community.uibk.ac.at/uniwiki/index.php?title=Mentoring-Programm_f%C3%BCr_junge_Wissenschaftlerinnen_der_Universit%C3%A4t_Innbruck), (Mentoring programme), [Dienstreise](https://community.uibk.ac.at/uniwiki/index.php?title=Dienstreise_-_Definition_und_Beantragung) (Business trips). |
| Notes: | |
| **Leadership and cooperation** | |
| Flow of information  Feedback  Team atmosphere | (Dis-) Satisfaction with   * Working climate * Flow of information and work instructions * Participation in decision-making * Feedback and support * Recognition of good performance and constructive criticism * Leadership behaviour * Ideas for changes |
| Notes: | |
| **In case of planned retirement or change of employment status** | |
| Working hours | * Requests for changes of employment status * Planned date of retirement: fixed-term employment contract, taking maternity leave, parental leave, educational leave, sabbatical leave, partial retirement, reaching retirement age, etc.   Additional information: [Altersteilzeit](https://community.uibk.ac.at/uniwiki/index.php?title=Altersteilzeit_-_Antrag), (Partial retirement), [Bildungskarenz](https://community.uibk.ac.at/uniwiki/index.php?title=Bildungskarenz), (Educational leave), [Elternkarenz](https://community.uibk.ac.at/uniwiki/index.php?title=Elternkarenz), (Parental leave ), [Freistellung](https://community.uibk.ac.at/uniwiki/index.php?title=Freistellung), (Sabbatical leave), [Pension](https://community.uibk.ac.at/uniwiki/index.php?title=Pension_-_Pensionierung), (Retirement), [Sabbatical](https://community.uibk.ac.at/uniwiki/index.php?title=Sabbatical_%E2%80%93_KV_Personal) (Sabbatical). |
| Tasks and duties and knowledge transfer | * Career goals/requests for the remaining time of employment * Changes and assumption of responsibility/transfer of tasks |
| Notes: | |

**Appendix**: Examples of goal agreements

* Submitting an application for competitive third-party funding to a research funding institution (e.g. FWF, EU, ÖAW, OeNB) with an objective award procedure and external peer review by the end of the coming year.
* Presentation of/presenting one’s own research results at an international conference in one’s own research field by … (date).
* Re-designing a course (to be held in English) on … for master’s students in the winter semester …
* Attending a course on scientific writing in English and preparing a publication in English in one’s own field of research in an international journal of one’s own field of research by … (date).