



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	<ul style="list-style-type: none"> ✓ Agreed work objectives from the previous year ✓ Research performance, publications ✓ Scope of project performance (applications, acquisitions, rejections) <p>In each case, provide an overview of the previous year's research performance and third-party funding.</p>
Teaching	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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 <p>Additional information: Ergonomie, (Ergonomics) Gesundheit und Sicherheit am Arbeitsplatz, (Health and safety at the workplace), hochschuleundfamilie, (universityandfamily), Stellenprofile wissenschaftliches Personal, (Job profiles for academic staff), uni innsbruck gut drauf!, Urlaubsverbrauch, (Holiday allowance) Wiedereingliederungsteilzeit (Re-integration part-time work)</p>
Development of work outcomes and goals for the coming year	<ul style="list-style-type: none"> ✓ 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 <p>Additional information: Coaching für Führungskräfte, (Coaching for managers), Coaching für Mitarbeitende, (Coaching for employees), Dissertationsvereinbarung, (Thesis agreement), Qualifizierungsvereinbarung, (Qualification agreement)</p>
Notes:	

Promotion and development	
Personal and professional development	<ul style="list-style-type: none"> ✓ 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 , (Further training), Frauenförderung , (Professional support for women), Karrieremanagement , (Career management), Mentoring-Programm , (Mentoring programme), Dienstreise (Business trips).
Notes:	
Leadership and cooperation	
Flow of information Feedback Team atmosphere	(Dis-) Satisfaction with <ul style="list-style-type: none"> ✓ 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	<ul style="list-style-type: none"> ✓ 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 , (Partial retirement), Bildungskarenz , (Educational leave), Elternkarenz , (Parental leave), Freistellung , (Sabbatical leave), Pension , (Retirement), Sabbatical (Sabbatical).
Tasks and duties and knowledge transfer	<ul style="list-style-type: none"> ✓ 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).