Assessment and objectives setting interviews: *appraisers*

Know how to prepare and deliver an assessment interview in a constructive and efficient way

The yearly assessment interview and the objectives setting process are valuated approaches in management. With the New Salary System (NSS), these interviews are becoming even more important. In this seminar, you will learn how to prepare and lead an assessment interview in an efficient manner. More specifically, you will learn how to negotiate motivating objectives and assess the performance constructively. This training offers tools for leading an interview and will also help you to improve your communication skills.

*Ce séminaire existe aussi en français*
**OBJECTIVES**  
> Understand the importance and main stakes of yearly assessment interviews.  
> Know the EPFL assessment and objectives setting procedure and know how to use the tools proposed.  
> Know how to prepare and lead an assessment interview in a constructive and efficient manner.

**PARTICIPANTS**  
> Any EPFL team manager having to deliver a yearly assessment and objectives setting interview (professors, laboratory managers, etc.).

**PRE-REQUISITE**  
> Know the New Salary System - NSS and the usual assessment tools, more specifically the two forms used.

**METHODS**  
> The facilitation switches between theory and practical exercises. Throughout the day, little role plays - in groups of 3 or 4 - will be enacted, so that each participant has an opportunity for practising one part of an interview (opening, assessment, objective setting). The participants will have time to prepare an interview to come (how to start, which objectives to propose, how to deliver a positive or a negative assessment).
PROGRAM
> Reminder of the EPFL procedure.
> Importance and stakes of the assessment and objectives setting.
> How to create an environment that facilitates dialogue during the interview.
> The 5 steps of an interview opening.
> The possible origins of the yearly interviews.
> How to formulate an objective with the SMART method.
> When and how to lend a sympathetic ear to the collaborator.
> How to deal with the problems and expectations that the collaborator might raise during a yearly interview.
> How to deliver a participative and motivating yearly interview.

PRACTICAL INFORMATION
Date
See on the enrolment slip or: http://sfp.epfl.ch

Duration
1 day

Timetable
9 a.m. to 5 p.m.
As part of the course, lunch is offered.

Place
EPFL, Building INN, Room of the Service de Formation du Personnel (021), or Building BS.

Certificate
Only attendees who have participated to the training in its entirety receive a certificate.
Jérôme Monnier: After his B.A. University of Lausanne (HEC), he obtained a Masters degree in Counselling Psychology in the USA. He is currently writing his thesis on Multicultural Management at the University of St-Gallen. Over 10 years of experience in Human Resources and Training, as HR manager, course manager for an insurance company and Head of Training for an American multinational. He now operates as an independent trainer and consultant with large companies and in the public sector, international organisations as well as universities.
Enrolment slip
Assessment and objectives setting interviews: appraisers
October 7 2010

☐ Mrs  ☐ Mr

Surname  First name

Position

Professional address EPFL -

Station  N° SCIPER

Prof. phone  Mobile phone

Prof. email

Name of superior

Signature of superior

By your signature, you engage to release your collaborator for the whole duration of the course.

Date and signature

To be returned to: EPFL - PL - RH-F, Service de Formation du Personnel
Station 7, 1015 Lausanne - Fax 021 341 31 58