Assessment and objectives setting interviews: employees

Be prepared and take part in a constructive and efficient way in the yearly assessment interviews

The yearly assessment interview and the objectives setting process are valued approaches for managers and their employees. With the New Salary System (NSS), these interviews are becoming even more important. In this seminar, you will learn how to prepare yourself and participate in your yearly assessment interviews in a constructive and efficient manner. More specifically, you will learn how to actively take part in the setting and the fulfilment of your objectives, your performance assessment and the expression of your satisfaction or difficulties in your job. Furthermore this training indirectly helps you to improve your communication skills.

Ce séminaire existe aussi en français
OBJECTIVES  > Understand the impact and utility of the yearly assessment interview for the employee, its links with the MBO (Management By Objectives) as well as its various steps and main stakes.
   > Be ready for yearly interviews (self-assessment of performance, be able to identify and propose some objectives, clarification of your position regarding the degree of satisfaction and difficulties in the job).
   > Be able to participate efficiently and constructively in yearly interviews (propose and negotiate objectives, take actively part in your own assessment and react positively to critics, communicate your opinion on your work and suggest means of improvement).

PARTICIPANTS  > Any EPFL employee willing to actively take part in their yearly assessment and objectives setting interviews.

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

METHODS  > The facilitation switches between the clarification of concepts and practical exercises. The practical exercises will help the participants to prepare their next interview. Towards the end of the training, Rene Bugnion or a Human Resources manager will come and answer to the questions linked with the procedure that might arise.
Objectives to propose to one’s superior during the interview.
> How to negotiate an objective and its achievement conditions.
> Self-assessment of performance.
> How to react to one’s assessment or to critics.
> Assess one’s satisfaction at work.
> How to formulate satisfaction, difficulties and ways of improving one’s work.
> How to say «delicate» things to the boss.
> How to formulate requests to one’s superior.

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

Duration
1/2 day

Timetable
From 2 to 5 p.m.

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.
**TRAINER** 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

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October 6 2011 - PM

☐ 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