

Salary review meeting

between a manager and technical/administrative
staff

Assessment of performance and skills in accordance with the salary criteria for Stockholm University

(The abilities used in this form are the University's salary criteria)

Name: _____

Assess work performance in relation to the salary criteria. Use the assessment levels as support.

A demonstrated ability to achieve good results of high quality.



To be developed

Meets expectations

Very good

This refers to the ability to:

- work to accomplish set goals;
- prioritise and define the work based on set goals;
- structure and organise tasks;
- meet deadlines.

A demonstrated ability to cooperate.



To be developed

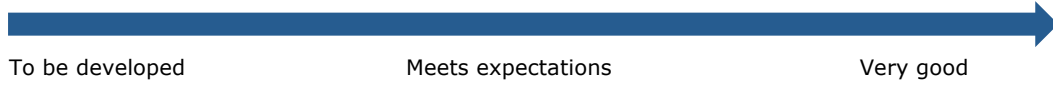
Meets expectations

Very good

This refers to the ability to:

- contribute to a positive, open-minded atmosphere in the workplace;
- treat colleagues and managers in a respectful manner;
- share knowledge with colleagues;
- build and maintain relationships and networks.

A demonstrated ability to contribute to operational development.



This refers to the ability to:

- help develop working methods;
- adapt to changed circumstances;
- develop one's own skills;
- contribute to departmental priorities;
- contribute to University-wide priorities.