

Salary review meeting

between a manager and a subordinate manager



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)

For managers with staff responsibilities who are teachers, the form for teachers should also be used.

Name:			

Assess the ability to lead, represent, and develop operations

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

A demonstrated ability to see the big picture.

To be developed

Meets expectations

Very good

This refers to the ability to:

- manage operations in line with the University's vision and goals;
- develop efficient internal processes and methods while assuring their quality;
- implement policy documents and policies;
- ensure that decisions are characterised by legal certainty;
- ensure the operations' financial management;
- ensure a good and equal working environment.

Demonstrated strategic skills.

To be developed

Meets expectations

Very good

This refers to the ability to:

- adopt a long-term operational perspective;
- focus on results;
- attract, develop, and retain expertise.



Assess the ability to manage the staff

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

A demonstrated ability to be brave.

To be developed

Meets expectations

Very good

This refers to the ability to:

- delegate tasks and the authority to carry them out;
- create transparency and clearly defined roles;
- make uncomfortable decisions when needed;
- give and take (uncomfortable) feedback;
- actively resolve conflicts in a respectful manner.

A demonstrated ability to create involvement.

To be developed

Meets expectations

Very good

This refers to the ability to:

- respect, support, and acknowledge the staff;
- be responsive to other people's ideas and opinions;
- create conditions for cohesion among the staff;
- create beneficial conditions for staff development;
- create a positive, open-minded atmosphere in the workplace.