

12 January 2018

## Development discussion spring 2018

The development discussions are carried out with each employee. The requirement level and performance level are mainly not evaluated now.

Timetable: **Development discussions take place in units in weeks 7 – 17 (12 Feb-29 April 2018).**

Trainings: Development discussion training is available in video training. The unit may contact HR Manager in necessary in order to arrange development discussion training in the unit.

Development discussions: Development discussions begin with each unit's goal discussion, where operations, results and goals of the unit are discussed based on outcome evaluation meetings. At the same time the results of the well-being questionnaire and development targets can be discussed. In the development discussions the well-being at work and development of know-how as well as the anticipation of changes in age structure and sharing of know-how are emphasized in addition to the goals of the employee. The work plan for the academic year 2018-2019 is made in the discussions. The staff training supply can be found here <https://notio.oulu.fi/fi/henkilöstön-kehittäminen>.

The **development discussion forms for the year 2018**, for which the goals are now set, are created in a centralised manner for the entire staff in SAP HR system (Certia portal) on 1 February 2018. The **development discussion form for the year 2017** is ready in the system for the reporting of the fulfilment of the goals set for the year 2017.

Salary System evaluations are mainly not carried out in spring 2018

Forms for evaluation of requirement level and performance level are created automatically only if the employee does not have a previous employer decision on the requirement and performance levels. The evaluations for the new employees shall be assessed within six months of the start of employment. If the job has changed substantially requiring re-evaluation of requirement level, supervisor requests the forms from address [HR@oulu.fi](mailto:HR@oulu.fi). Personal performance is evaluated every two years: last in 2017 and next in spring 2019.

Guidelines:

Development discussions: <https://notio.oulu.fi/en/employment-and-personnel/development-discussion-guide-to-employee>

Further information is given by HR Director Jarmo Okkonen and HR Specialists Emilia Vuoti, Heidi Huttunen, Markku Mäkivuoti and Tanja Mikkonen and HR Managers.

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