

Performance and progress interview: Postdocs & Established Researchers

Performance and progress interviews are held between Postdoc or Established Researcher and their supervisor at regular intervals throughout the employment period (1x per year). The purpose of the interview is to discuss topics such as research activity and teaching, academic and personal development. The interview is also a chance to think about a future career outside ETH, consider the maximum term of employment at ETH, and review development opportunities. This form should be used as an aid.

Date _____ Employee _____
Supervisor _____

The interview topics will vary depending on the time of the interview.



Onboarding: clarify expectations, agree on objectives (one-time)

To ensure transparency, it is recommended that, shortly after the employment is confirmed, key academic responsibilities are discussed and opportunities and limits relating to next career steps defined in detail.

Potential topics:

- Agree on responsibilities and objectives
- Clarify expectations regarding collaboration and conduct
- Onboarding
- Discussion of maximum term of employment at ETH
- Long-term prospects
- ...

Responsibilities, goals, expectations

Agreements

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Progress: review of previous performance period (retrospective)

In this section, the previous performance period is discussed. A self-assessment and the supervisor's feedback enable a discussion of where the employee currently stands and should serve as the basis for further development. Questions such as "What was most challenging?", "What exceeded expectations?" or "Where is there room for improvement?" are helpful here.

Potential topics:

- Leading projects/platforms
- Research results/publications
- Responsibility for teaching/lectures
- Supervising students/doctoral students
- Obtaining third-party funding
- Attending conferences (or other forms of dissemination)
- Contributions to national or international specialist committees

- Collaborations with academic or industrial partners
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Meeting 1: Date _____

Self-assessment	Supervisor's comments

Meeting 2: Date _____

Self-assessment	Supervisor's comments

Meeting 3: ...

Meeting 4: ...

Development plan (rolling)

During this period, development goals can be jointly and continuously set based on the progress interviews and objectives. It can be useful to take both a short-term (“How should I use my remaining time at ETH?”) and a long-term (“How do I prepare for my next steps?”) perspective¹. In line with the principle of personal responsibility, agreement should also be reached on how the supervisor will support this development.

Potential topics:

- Prospects inside and outside academia
- Strengthen contacts in industry/network/academia
- Teaching
- Mobility
- Development of transferable skills (communication, social skills, knowledge of employment market, project management, etc.)
- Language skills, work permit, etc.
- Reconciliation of work and family/private life²
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Objective	Actions, timeframe

Offboarding (one-time)

The departure interview is a time to reflect on the collaboration and discuss the possibility of continuing it.

Potential topics:

- Framework conditions of employment (e.g. taking holiday, etc.)
- Written agreement on access and use of primary data and materials ([RSETHZ 414, Art. 12, 3](#))
- Future scientific collaboration
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¹ See also www.ethz.ch/myfuture

² [Overview of internal and external counselling services](#)

Review

Date

Signature

Employee

Supervisor
