

UNIVERSITY OF BORÅS  
Professional Services, HR

2016-09-01

Reg. 633-16

Material established by HR 2016-09-01

Preparatory material for salary dialogues and salary-setting dialogues

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Manager Name: \_\_\_\_\_

Salary Criteria: Goal-fulfilment and achievement

From our salary criteria:

The employee understands the university's goals and contributes to the overall achievement of objectives as well as reaches the individual goals set in previous performance reviews. The employee adjusts work efforts to varying working conditions and workload.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient

+ Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes

Salary Criteria: Employee-ship

From our salary criteria:

The employee takes responsibility for and actively contributes to a pleasant working environment in the workplace. Employees participate actively in internal dialogues about the university's mission, goals, and results, both in groups and individually with the manager. The employee takes responsibility for his/her own development and his/her own learning, in dialogue with the manager.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient
- + Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes

Salary Criteria: Development contribution

From our salary criteria:

The employee is open to change and able to adapt to changing conditions. The employee contributes ideas and suggestions on how the unit/university and its work can be developed. The employee sees development needs from a holistic perspective.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient
- + Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes

Salary Criteria: Innovation, utilisation, and collaboration

From our salary criteria:

The employee works to strengthen the university's roll as an important contributor to society and works actively so that research results are increasingly utilised. The employee works to create environments in which science meets practice for impactful organisational development and renewal.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient
- + Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes

Salary Criteria: Innovation, utilisation, and collaboration

From our salary criteria:

The employee works to strengthen the university's role as an important actor in society and actively works to increase the utilisation of research results. The employee works to create environments where science meets practice for the benefit of university development and renewal.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient
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Normal performance

Notes

### *Additional salary criteria for teaching/research staff*

#### Salary Criteria: Teaching

From our salary criteria:

The employee is capable, based on given objectives and frameworks, of creating an environment that supports students' development and learning in relation to educational programmes' degree objectives, future professional practice, and society needs. The employee continuously develops his/her own subject knowledge and teaching skills by evaluating, analysing, and developing his/her teaching individually and in collaboration with colleagues and other professional representatives. Overall, the employee contributes actively ensuring the education provided is of high quality.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient
- + Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes

#### Salary Criteria: Research/artistic development work

From our salary criteria:

The employee is actively involved in research and doctoral education programmes and contributes to the dissemination of results so that they can be recognised both nationally and internationally. The employee works continuously to integrate current research/artistic development in educational programmes.

Use the scale below to evaluate your performance.

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Notes

*Additional criteria for managers*

Salary Criteria: Leadership

From our salary criteria:

The manager creates the conditions for employees to perform strongly, protects and promotes a good working environment, and continuously develops his/her own leadership and employeeship.

The manager takes responsibility for being a clear employer representative and leader. The manager has the ability to see to the best of the entire organisation and facilitates collaboration across unit boundaries.

Use the scale below to evaluate your performance.

- Does not achieve most of the set goals and/or performance is insufficient

+ Exceeds to a high degree set goals and makes outstanding work efforts.

Normal performance

Notes