

Catalogue of questions as suggestion for annual staff reviews / supervision meetings with scientists in qualification phases

- For scientists in their qualification phase -

1. Research project / doctoral project

**current results / general schedule / the next research steps / useful supportive measures
(e. g. qualification, networking)**

- a. *How do you assess my current interim results? Which adjustments would be appropriate from your point of view?*
- b. *What do you think of my planned future research steps (as to their contents, methods, schedule)?*
- c. *I think that I still lack (knowledge of methods / further training etc.) to progress with my project / I expect benefits for my future work from (advanced trainings / method workshops etc). Do you consider it necessary and meaningful for the realisation of my research project if I undertake the following? Do you yourself have any suggestions?*
- d. *I would like to gain access to the network (XY) / I am trying to get in contact with person (XY). To do so, I have already tried (XY). However, contact has not been established yet. Could you support me here? Which further network may be suitable for me?*

2. Publications and conferences

publications / conference attendances / further trainings which are important in this context

- a. *I believe that my results discussed so far are suitable for publication. For this, (XY; e. g. format, if appropriate the name of the journal, the publishing house, the series) seems suited. I have already undertaken (XY). What is your opinion here? Would you support this publishing strategy?*
- b. *I aim to participate in the following conferences and have therefore already undertaken (XY). What do you think about this and could you help me with the following (e. g. funding, presentation, talk)?*
- c. *I think that further training courses (as scientific writing, presentation techniques, etc.) would support my progress. Do you consider it necessary and useful if I undertake the following to this end? Could you support me here (participation fees, leave of absence, etc.)? Do you have further suggestions?*

3. Funding (means of living, infrastructure)

financial backup for the person / financial security of the research project

- a. *My funding expires on (date). I estimate that I will still need (amount of time) to finish my project. Is it possible to renew my contract and would you support this, respectively when could you let me know?*
- b. *I still need the following resources for materials and equipment to continue the research project. Therefore I have undertaken (XY) and am planning these further steps (XY). Could you support me here?*

- c. *I am in need of access to (research infrastructure). For this purpose I have undertaken (XY) and am planning the following further steps (XY). Could you support me with these?*

4. Teaching

involvement in teaching / further training to qualify for teaching / compatibility with research project

- a. *At the moment I am teaching as follows (topic, type, extent and autonomy). I would like to make changes to this situation, because of (XY). Which scope do I have to do so?*
- b. *I am convinced that I would profit from further training in university didactics. Do you consider it as necessary and meaningful if I do the following? Could you support me here (course fees, leave of absence etc.)? Do you have any further suggestions?*
- c. *How flexible am I when attending to my teaching assignments? I would like to take a break or reduce these due to (field studies, archival research, visits abroad etc.). I could offer the following solution. What is your position on this?*

5. Mobility – Internationalisation

planned research stays / profiling in the international context / support needed in this regard / compatibility with other tasks

- a. *I am planning a research stay at another university / scientific institution (abroad)? In doing so, I would like to achieve the following and I have therefore undertaken these steps (XY). However, I still need the following support (funding, networking etc.). What do you think about this?*
- b. *In my judgement this stay is generally compatible with my other tasks. / I need to be given space in the following regard. What is your position here? Would you grant me the support I just mentioned?*

6. Applications, acquisition of third-party funding

planned applications for third-party funds / support of mobility / research journey / scholarships / respective support needed

- a. *I am planning applications (for external funding, for scholarships, for mobility support, etc). In doing so, I would like to achieve the following and I have therefore undertaken these steps (XY). How would you assess this? I also need the following support (funding, networking etc.).*
- b. *Would you be able to help me in the following respect (infrastructure, evaluation, further training, networking/ contact partners etc.)?*

7. Cooperation and supervision

tasks not pertaining to the research project / cooperation with colleagues and responsibilities in the team / compatibility of family and career

- a. *Apart from the research project and the teaching assignments, I have taken on further tasks (administration etc.). (Also in connection with the situation in the team) I would very much like to change the following because (XY). What possibilities do you see for this?*
- b. *From my point of view there is an issue regarding equality that I would like to address. How would you assess the following situation / problem?*
- c. *I would like to change the following regarding our cooperation (frequency, duration, obligation ...) because of (XY). What are the possibilities here?*
- d. *The current working conditions do / do not suit my personal / family situation. Would it be possible to adjust the following? From my point of view there is an issue regarding the compatibility of family and work that I would like to address.*

8. Career advancement and professional progression

career prospects after the end of the current qualification phase/ fit regarding the scientist and his or her abilities / preparation measures and advice centres

- a. *With my next qualification step I am aiming at the following career goals. How do you assess that (e.g. regarding job prospects or regarding personal and scientific strengths)? I believe it could make sense to complement the qualification phase or the preparation of my further career by the following further trainings or measures.*
- b. *Which possibilities do I have to start preparing for my career path before the end of my qualification phase? Which scope and support could you grant me? Which advice centre/ contact person could help me otherwise?*

9. Prospects

planning the next review / meeting and saving the results

- a. *For when or which period of time should we arrange our next meeting?*
- b. *Are there things that we should discuss / deal with / complete before?*