

Checklist for Supervisors

→ Preparation

- Set an appointment (usually 2 weeks in advance; annually in the first quarter)
- Schedule conversation duration of approximately one hour
- Find a suitable room that ensures a conversation free of interruptions
- Send an invitation to the employee
- Allow sufficient time to prepare for the interview (set your own goals, etc.)
- Prepare / provide forms to document what was discussed
- Reflect on topics of conversation
- Have a list of questions ready

→ Implementation

- Is the room free of distractions? (Cell phones turned off, phone rerouted, “Do not disturb” sign, etc.)
- Are drinks provided?
- Do both sides have their notes for the prepared topics of conversation ready?
- Is the documentation of the last conversation available?
- Is the conversation notes / agreement form ready?

→ Follow Up

- Was the content of the conversation documented?
- Were the discussed measures implemented?
- Were additional persons contacted as agreed?