

Appendix No. 2 Employee Career Plan for an Academic Year

Employee Career Plan for the 2019/2020 Academic Year

Basic information:

Academic	
Organizational unit	
Weekly working hours at TBU	
Date of interview	
Evaluator (superior)	

Career development plan:

Area of employee's activities		Implementation of the plan by 30 April 2020	Plan for the 2020/2021 academic year
Teaching	Scope of teaching activities	Implementation of the work capacity plan in teaching activities in WPPs.	Work capacity plan in teaching activities in WPPs.
	Quality of teaching activities	Aims in the sphere of development of teaching activities in WPPs.	Evaluation in the sphere of development of teaching activities.
R&D and creative	Scope of R&D and creative activities	Implementation of the work capacity plan in R&D and creative activities in WPPs.	Work capacity plan in R&D and creative activities in WPPs.
	Number, title and type of results of R&D and creative activities		
	Number, title and type of submitted projects		
Managerial	Scope of managerial activities	Implementation of the work capacity plan in managerial activities in WPPs.	Work capacity plan in managerial activities in WPPs.
	Organizational activities in which the employee is involved		

Other	Scope of other activities in the third role of the university	Implementation of the work capacity plan in other activities in WPPs.	Work capacity plan in other activities in WPPs.
	Other activities in which the employee is involved		
Other activities	Qualification growth (achieving higher qualification)		
	Mobility		
	Development of work competences		

Evaluation of the employee by a superior

A – questionnaire part:

Instructions: The superior shall mark with a cross where applicable on a scale from 1 to 4 to what extent he/she agrees with the following statements regarding the evaluated employee, where ① = totally disagrees (results are unacceptable, continuous supervision required, tasks not fulfilled at specified times, immediate and substantial improvement required), ② = rather disagrees (acceptable level of performance, some degree of support/control required by supervisor), ③ = rather agrees (consistently exceeds the standard, effective), ④ = totally agrees (above average in all respects).

The employee performs tasks in time and responsibly.	①	②	③	④
The employee comes up with his own ideas and suggestions (actively submitting new proposals, being interested in improving performance, looking for new ways to solve tasks, looking for new opportunities).	①	②	③	④
The employee is beneficial to the team (he/she can work purposefully in a team, he/she can inspire others, he/she supports fellow employees, communicates, listens, and gives feedback).	①	②	③	④
The employee is well-equipped for the qualification and professional growth.	①	②	③	④

Evaluation of the employee by a superior

B – Text part:

Instructions: In the following field, the superior shall briefly evaluate the employee's performance over the past period.

The employee's opinion on the evaluation and career plan A. (Questionnaire part)

Instructions: The academic shall mark with a cross where applicable on a scale from 1 to 4 to what extent he/she agrees with the following statements regarding his/her evaluation, where ① = totally disagrees, ② = rather disagrees, ③ = rather agrees, ④ = totally agrees.

I have suitable conditions for my creative work.	①	②	③	④
I have suitable conditions for my teaching and	①	②	③	④

other activities.				
In my position I can fulfil my work potential (put my own ideas and suggestions into practice in teaching, R&D and creative and other activities).	①	②	③	④
My superior provides me with enough feedback on my job performance.	①	②	③	④
My superior supports me in my work.	①	②	③	④
I have good conditions for career growth.	①	②	③	④

The employee's opinion on the evaluation and career plan B. (Text part):

Instruction: In the following field, the staff shall briefly evaluate their work performance over the past period and the conditions they have for their professional growth and qualifications.

The evaluated employee's signature:

The evaluator's signature:

The signature of the evaluator's superior:

In Zlín on:

In Zlín on:

In Zlín on: