**Appendix No. 2 Employee Career Plan for an Academic Year**

**Employee Career Plan for the \_\_\_\_/\_\_\_\_\_ Academic Year**

**Basic information:**

|  |  |
| --- | --- |
| Academic |  |
| Organizational unit |  |
| Weekly working hours at TBU |  |
| Date of interview |  |
| Evaluator (chief executive) |  |

**Career development plan:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of employee’s activities** | | **Implementation of the plan by** | **Plan for the : \_\_\_\_\_ academic year** |
| Teaching | Scope of teaching activities | Fulfilment of the work capacity plan in teaching activities in WPP. | Work capacity plan in teaching activities in WPP. |
|  |  |
| Quality of teaching activities | Aims in the sphere of development of teaching activities in WPP. | Evaluation in the sphere of development of teaching activities in WPP. |
|  |  |
| R&D and creative | Scope of R&D and creative activities | Fulfilment of the work capacity plan in R&D and creative activities in WPP. | Work capacity plan in R&D and creative activities in WPP. |
|  |  |
| Number, title and type of results of R&D and creative activities |  |  |
| Number, title and type of submitted projects |  |  |
| Managerial | Scope of managerial activities | Fulfilment of the work capacity plan in managerial activities in WPP. | Work capacity plan in managerial activities in WPP. |
|  |  |
| Organizational activities |  |  |
| Other | Scope of other activities in the third role of the University | Fulfilment of the work capacity plan in other activities in WPP. | Work capacity plan in other activities in WPP. |
|  |  |
| Other activities |  |  |
| 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 is required, tasks are not fulfilled within specified deadlines, immediate and substantial improvement is required) ,* **②** *= rather disagrees (acceptable level of performance, some degree of support/control is required by the supervisor),* **③** *= rather agrees (consistently exceeds the standard, effective),* **④** *= totally agrees (above average in all respects).*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The employee performs tasks in a timely manner 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.*

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|  |

**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 R&D activities/ creative work. | **①** | **②** | **③** | **④** |
| I have suitable conditions for my teaching and other activities. | **①** | **②** | **③** | **④** |
| In my position I can reach my full potential at work (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 work 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 employee shall briefly evaluate his/her work performance over the past period and the conditions he/she has for his/her professional growth and enhancement of qualifications.*

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|  |

**The evaluated employee’s signature: In Zlín on:**

**The evaluator’s signature: In Zlín on:**

**The signature of the evaluator’s superior: In Zlín on:**