
Questions about work and responsibilities

- How do you look back on the past year? What were your tasks and work priorities?
- How well are you able to cope with your work (quantitatively, qualitatively)?
- What parts of your work do you like best? Where do you see your strengths?
- What is causing you difficulties, bothering you, or burdening you?
- Are you happy with the results of your work? What actions could increase satisfaction?
- What changes are taking place in your area or are expected in the near future (e.g. structural changes, new areas of responsibility, projects)?

Questions about quality and cooperation

- Is there a climate of cooperation and mutual support?
- Do you treat each other with openness and respect? How can you contribute to promote working as a team in the future?
- To what degree do you have each other's backs and support each other's decisions?
- How independently are you allowed to work? How do you assess your scope for shaping events?
- To what extent are you integrated in decision making in your area of work? Do you feel sufficiently informed?

Questions concerning career development

- How do you view your opportunities for professional development? What are your future career prospects?
- Are there any changes you wish to request (e.g. participation in projects, working time regulations)?
- Which further training courses are useful for personal development and for better task completion?
- How can your supervisor support you? (Formulate expectations)

Questions and, if applicable, areas of responsibility to be addressed for academic staff

- Do you think the organizational and other parameters support your academic career ambitions? What could possibly be changed for the better?
- Does your involvement in teaching contribute to your academic development?
- How satisfied are you with your career development to date?
- What additional support would you like to have? How could your supervisor help you establish contacts important for your career?
- How do you perceive your opportunities for academic and non-academic personal development?

Questions for fixed-term employees with a remaining term of less than one year

- What are the career prospects at the university or elsewhere? Is it possible and desirable to stay at the University of Bremen?
- Which non-university career paths are interesting?
- What additional support would you like to have?

Questions about remote work

- How do you rate your productivity when working remotely compared to working in the office?
- Are there certain tasks or activities in which you prefer remote work or find it less effective?
- How do you rate communication and collaboration with colleagues and supervisors during remote work? Do you have any suggestions on how to improve team communication or collaboration for remote work?
- What tools and technologies best support you in working remotely? Is anything missing here? Are there any technical or organizational hurdles that make your remote work more difficult?
- How do you rate the visibility and recognition of your work that you do remotely?

Mental health questions

- Questions about mental health in the annual interview should be formulated sensitively and asked in a respectful and trusting manner.
- How do you feel about your work and daily tasks? Are there times when you feel overwhelmed or stressed? How can we help you manage these?
- Do you feel that you have a good work-life balance or are there areas where you need support?
- Do you feel that you can take enough breaks and dedicate these for rest?
- Do you know what support the university provides in the field of mental health?
- Do you feel comfortable talking openly about your mental health? What could we do to encourage communication that is more open?