

Staff development dialogue in mitHR

01

INVITATION

Manager invites employee via Outlook, with a link to mitHR.



02

THE EMPLOYEE PREPARES

The employee fills out the dialogue guide in mitHR, can save preliminary notes and finally sends the answers to the manager.



 **03**

THE MANAGER PREPARES

The manager prepares on the basis of the employee's answers and can write own notes.

 **04**

THE DIALOGUE

The staff development dialogue is conducted between employee and manager.

 **05**

AGREEMENTS

The employee fills out the agreement form in mitHR, which the manager either asks to have revised or approves.

ALTERNATIVE PROCESSES

If the employee prepares in mitHR, but chooses not to share their answer with the manager, the manager will only see which dialogue guide the employee uses, and can write own notes.

If the employee does not prepare in mitHR or does so later than the manager, the manager will prepare based on AU's three main topics (but cannot see selected dialogue guide or answers).



The system will guide you through the process from point 1 to 5. Alternative processes work, but some tasks will be listed as "not completed" in mitHR.