

# Employee Interview

## Preparation

These guidelines / questions for the employee interview are presented with the aim to guide employees and managers in preparing and conducting the interview.

After the interview, the employee documents the outcome of the interview and his/ her aims, in the hospital Oracle computer system; see guidelines for that at the hospital website.

### 1. Landspítali strategy / policy

How do I promote adherence to the Landspítali values: **Compassion, Professionalism, Safety, Progress?**

### 2. Aims of Landspítali, my division and unit

Role of employee and manager to ensure:

- Operational costs within budget?
- Safety of patients?
- Efficient protocols / processes?
- Good workplace?

### 3. Work environment in general

Management, tasks/ assignments, organisation and work arrangement, team spirit, interaction, well-being at work

**The following subjects can be used as a frame for a discussion about the work environment:**

1. Education, training, competence
2. Assignments and responsibilities
3. Attitudes toward work and workplace
4. Team spirit, co-operation
5. Interaction with co-workers
6. Interaction with manager
7. Personal competence, strengths and weaknesses
8. Facilities and accommodation for performing assignments/ work

### 4. Knowledge, skills, competence

Need for development/ progress in regard to current or new assignments and priorities/ emphases of the hospital / division / unit. Developmental plan and its implementation.

### 5. Aims until next employee interview

Review of last interview. Were plans of action and aims realised? New / revised aims, plan of action, timeschedule.