**Template for reporting work effort and professional development last 12 months**

According to the treaties between Forskerforbundet centrally and the employers’ federation Abelia, all our members are entitled to an annual evaluation based on competencies, brilliance, work effort, experience and the actual position held, plus development since last year’s assessment. This evaluation will impact on the individual wage adjustment, ie. on the part that is not a fixed amount to each member.

*This template is prepared by Forskerforbundet NORCE in the absence of a formal NORCE template and is thus simply a suggestion of points to consider and not a formal NORCE template.*

The list below is meant as a starting point for concretising the issues that NORCE will evaluate, but you are free to add other points relevant for you. Other relevant points could be a change of position, new or more demanding work responsibilities, having taken responsibility for a particularly demanding process/project, etc. Concentrate on the most important points and be brief.

**Researcher positions** (In Norwegian: Forskerstilling, Fagstilling, Tekniske stillinger)

1. Project acquisition, leadership of process or participation: Size of project, strategical importance and collaboration between departments are important to point out.
2. Track record in leading and executing projects.
3. Effort put into project applications and project initiation. Flexibility to changing “`market” conditions and willingness to evolve and take the effort to slightly change the focus of previous research are important to point out.
4. Publications, reports and other professional or popular presentations.
5. Participation in professional networks (eg. NFR/RCN committees, professional conferences, editorial boards, industry clusters, etc.)
6. Whether you belong to the category «young researcher with [assumed] quick development of competencies”. [This category is singled out in the treaties between the union and the employers’ federation.]
7. Contribution to strategic programmes in NORCE.
8. Collaboration with other employees in NORCE.
9. Responsibilities and contributions to a good working environment in own group, department and across departments.
10. Formal or informal raising of competencies: NORCE still lacks formal guidelines for this, but if you have raised your formal level of competencies, eg. through award of PhD or competency enhancing courses, this should normally have a positive impact on wage development.
11. Other issues relevant for your position: For some positions this may be related to development of services (service innovation) or customer management.

**Administrative positions:**

1. Work effort.
2. Contribution to development of administrative processes in NORCE.
3. Initiative and contribution to improve processes and routines in NORCE.
4. Contributions to project applications and project initiations with a positive financial impact for NORCE, including entering into agreements and the like that result in better conditions for the company.
5. Customer management.
6. Contribution to strategic programmes in NORCE.
7. Participation in professional networks.
8. Collaboration with other employees in NORCE.
9. Contribution to a good working environment in own group, department and across departments.
10. Formal or informal raising of competencies.
11. Other issues relevant for your position