

Template for examination of the work environment (“current situation” analysis)

Here you write down the development needs and proposed measures that you identify during the course of the conversation and on which you agree. Date: _____
Clarify how this document will be stored until the next performance review. Follow-up will take place at future performance reviews.

Notes with any measures to be implemented

Workload What does the workload look like? Is it acceptable, or does it need to be adapted?	
Work organisation Is there sufficient manpower to accomplish the work tasks? Is existing competence being utilised? Is there an opportunity for competence development?	
Personnel meetings Are sufficient personnel meetings held, and do they have a clear agenda? Can they be improved?	
Collaboration, participation and leadership How does collaboration work in the workplace? What about participation? Do people take personal responsibility for collaboration and participation? How does leadership work? Can the collaboration, participation and leadership be improved?	
Victimisation, harassment and sexual harassment* Does victimisation, harassment, or sexual harassment occur? Is there knowledge about where an employee can turn when they feel that they have been victimised, harassed, or sexually harassed (e.g. the immediate manager, manager's manager, HR function, union representative or safety representative).	
Physical work environment How does the physical work environment (e.g. ergonomics, premises and equipment) work? What can be improved?	

* Further information and definitions can be found on the university's *Medarbetarwebb* (Employee Web) under *Anställning/Arbetsmiljö* (Employment/Work Environment and Health). If an employee reports victimisation, harassment or sexual harassment, contact your nearest HR support person as soon as possible.