

All about the *new style* annual review



***New style* annual review**
time for your development

Annual review

Introduction

At the Academy, we consider your development to be important. That is why we schedule a valuable moment on the agenda every year: the annual review. During this open discussion with your manager, you will not only look back on the past year, but above all look ahead: how do you experience your work, where do you want to go and what do you need to get there?

From 8 September: launch of a *new style* annual review

From 8 September 2025, we will launch a new approach across the Academy. Together with colleagues in various positions from all institutes, the process has been refined and the form updated – with more freedom of choice and based on the core values of Appreciative Leadership: development, connection, clarity.



Why a new annual appraisal?

Annual review: *a new approach*

- An improved annual review form that encourages an **equal dialogue** between employee and manager, with:
 - » Extra focus on **reflection and development**
 - » More **room for personal input**
 - » Better alignment with Academy-wide programmes on **work culture**:
 - ✓ Appreciative Leadership
 - ✓ Diversity & Inclusion
 - ✓ Social Safety
 - ✓ Recognition and Rewards
- Greater **uniformity in the process** for all institutes.
- A **digitised process** via Workforce.



The updated annual review form

Annual review form: modified layout

Six components to fill in

- 1. General employee information** – Filled in automatically.
- 2. Review of the past year** – What goals have you achieved, what are you proud of and what do you still want to work on? What feedback have you received from colleagues? Completed by employee and managers.
- 3. Development** – What do you want to improve, and what knowledge or skills do you need to do your job better? What education or training would you like to pursue?
- 4. Connection** – How do you experience the working atmosphere, cooperation within the team and contact with your manager?
- 5. Clarity** – What working agreements would you like to make? Consider, for example, working hours, ancillary activities, leave and conference attendance.
- 6. Development goals or agreements for the coming year** – What goals do you want to achieve, which project will you take on, and what or who do you need as support?

How does it work?

Collaborate on a single document via Workforce

- Your manager initiates the annual review process via Workforce.
- You will receive a notification that you can complete the annual review form.
- Once you have completed the form, your manager will receive your input.
- Your manager can then use this information to prepare for your annual review.
- Once you have had the annual review, you can both make changes or additions to the form.
- Together, you will then finalise the appraisal form.
- The document will be saved and made available in Workforce.

Want to know more? *Consult the manual!*



Good to know

Optional sections in the annual review form

- Each section contains a number of suggested questions to help you complete the form. You do not have to answer all of them, but you can use them for inspiration.
- If you are an employee with scientific tasks or if you manage a team, your manager has the option of adding specific questions to the form, if relevant.

The screenshot shows the 'HR-portal KNAW voor medewerkers' interface. At the top, there's a language selector 'NL' and the portal name. Below, a section titled 'Onderwerpen' is expanded. The current question is 'vraag 3 van 14'. A toggle switch for 'Mijn vragen' is visible. The question title is 'Terugblik' with the subtitle 'REFLECTIE OP HET AFGELOPEN JAAR'. The instruction reads: 'Geef een reflectie en korte samenvatting op het afgelopen jaar.' Below this, a paragraph of text provides inspiration: 'Ter inspiratie hieronder enkele vragen die je kunt gebruiken (je hoeft ze niet allemaal te beantwoorden): Hoe heb je afgelopen jaar ervaren? Wat vond je goed gaan? Waar ben je trots op en waar kreeg je energie van? Wat was de grootste uitdaging? Wat is er niet gelukt en hoe kwam dat? Welke (ontwikkel)doelen en werkafspraken heb je afgerond? Welke heb je moeten aanpassen?'. At the bottom, there is a text input field labeled 'Mijn antwoord *'.

Good to know

Peer feedback

- 360-degree feedback: a fixed component in the preparation for the *new-style* annual review.
- Simple standard form (4 questions) available in Workforce.
- It can be valuable to share the feedback with your manager, but this is not mandatory.



Support

Implementation of the *new style* annual review

What support can you expect?

Employees

- Manual and instructions on Portus.
- Communication moments at your institute to inform you about the *new style* annual review.
- Messages in News on Portus.
- Information about training courses that will help you conduct your annual review, such as *Giving and receiving feedback*.

Managers

- Manual and instructions on Portus.
- Communication moments at your institute to inform you about the *new style* annual review.
- Messages in the Portus group *News for executives*.
- Training specifically for managers: *Conducting a development-oriented annual review*.

Practical information

Start 8 September 2025

- From 8 September, the *new style* annual review process will run via Workforce.
- As a manager, you schedule the first meeting yourself and initiate the digital process.
- From that moment on, you will receive a reminder around the same time each year.

For employees: schedule time to prepare, read the documents on Portus, review the new form, and think about your own development and possible topics you would like to discuss. Ask your colleagues for feedback.

For managers: prepare your team and yourself for the new approach! And register as soon as possible for a training course *on conducting development-oriented annual reviews*.

- All documents for the *new style* annual review can be found on Portus, search term: 'New style annual review'.



Do you have a question? Please contact your HR advisor.