

Pay appraisal interview

Why is the pay appraisal interview so important?



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In the main central government wage settlement for 2010, the Federation of Norwegian Professional Associations managed to have its demand for local pay appraisal interviews adopted. Section 3, 5, of the General Collective Agreement states that:

The employee is entitled to an annual interview at which competence, responsibility, pay and career development are discussed. The interviews shall contribute to equal pay between the sexes.

Pay is remuneration for work performed and an incentive to further efforts. Pay is also an acknowledgement and reward to the employee for the job he is doing. If pay is to serve as motivation it is important that both the employee and the employer perceive it to be appropriate.

Pay developments for groups and individuals must to a greater extent be based on knowledge, competence, performance, and professional and administrative responsibility. Pay developments should be used proactively to ensure that the knowledge resources of society are situated where they can produce the greatest benefit.

The Federation of Norwegian Professional Associations believes that all employees should have pay appraisal interviews with their employer. Such interviews link the development of the



What is a pay appraisal interview?

A pay appraisal interview gives you and your superior the opportunity to conduct an open dialogue on your own development and that of the organisation.

In order for a pay appraisal interview to be constructive, it should be related to your job description and the goals you are expected to achieve in your position. In the interview you will be able to voice your expectations concerning pay and other benefits. Your superior can give her views on your performance, work and competence. This highlights your competence and performance and enables it to be viewed in relation to the goals of the organisation.

The pay appraisal interview is not the same as the performance appraisal interview. It does not include pay negotiations and is not intended to be a substitute for local pay negotiations. These negotiations are conducted on a collective basis, by your local employee representative.

Preparing for a pay appraisal interview

In the pay appraisal interview you should be able to give a clear description of your educational qualifications, experience, and competence based on previous work experience. It is a good idea to find out about the pay levels of similar groups before the interview.

You should be aware of your role, sphere of responsibility and the goals that have been set for your position in the organisation.

You may also seek advice from your employee representative before the interview.

The different roles

Your role

All employees are entitled to a pay appraisal interview, and the Federation of Norwegian Professional Associations encourages all its members to make use of this right. The pay appraisal interview enables you to tell your employer how you expect your pay and career to develop, and your employer can give you feedback concerning your job performance and development potential. Both sets of expectations can be clarified and you will be more aware of how your pay is decided than you are in the case of the centralised pay bargaining process.

Your superior's role

The decision on which manager should take part in the interview is a matter for the individual workplace. The manager must be very clear about goals and performance and the criteria used by the organisation to evaluate your achievements.

The role of the employee representative

The employee representative should assist all Federation members to obtain an interview. In principle the pay appraisal interview is between the employee and the employer. If the employee representative is to be present at the interview, his role should be that of observer. The representative and the employer should agree beforehand on the factors and criteria that apply to the pay assessment. These must be tailored to local needs and be formulated as clearly as possible.

Points to remember at the interview

- Your results and achievements
- Your assessment of your own performance
- Opportunities for professional development
- The demand for specialised knowledge in the organisation
- Initiative, flexibility and independence
- Changes in spheres of work or responsibility
- Cooperation with colleagues, clients, users and others



The Federation of Norwegian Professional Associations negotiates on behalf of 15 unions in the central administration





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