



Senior interview – instruction, interview guide and template for development plan

Senior interview at the Department of Computer Science at AAU

- According to the State's Regulation on senior and retirement schemes, senior employees must be offered a senior interview in connection with the staff development interview (MUS). The conversation can be part of the staff development interview (MUS), but can also be held as an independent interview.
- Senior interviews are mandatory at AAU from the age of 60, and at the Department of Computer Science they are offered from the age of 55.
- The conversation takes place between the senior employee and his / her personnel manager.
- The interview focuses on whether the work and working conditions for the employee should change as the employee gets older and can be based on the department's implementation of AAU's senior policy.
- The purpose of the interview is retention - to encourage seniors to stay longer in the labor market.

The actual interview

A senior interview can include a dialogue about:

- Current and future tasks
- Development and motivation
- Development needs and wishes
- Flexibility in the planning of the work
- Generational shift

For planning reasons, any plans for a retirement date, as well as topics such as reduced time and change in responsibilities, are also included in the interview.

Development plan

The interview leads to an agreement on a long-term plan for the last working years. The plan must take into account the health and life situation of the employee and ensure a dignified and respectful treatment of seniors.

Interview guide

The senior interview can be structured based on the questions below. The questions should be sent to the employee in advance for preparation.

Working tasks, motivation and development

- How does your future work life look like in 1-3 years?
- How do your thoughts on your work life fit with your family life and spare time?
- What do you need in order to continue to thrive both mentally and physically and to have energy for both job, family and spare time?
- Specifically describe what work tasks you prefer to work with in the future?

Development needs and flexibility in the planning of the work

What are your wishes in terms of:

- Change in tasks, new tasks or the amount of tasks?
- Specialisation?
- More/less responsibility?
- Change in working hours?
- Other things?

Generational shift scheme

How can it be ensured that the knowledge and experience you hold is handed over so that the tasks can still be solved when you decide to retire (e.g. establishing a mentoring scheme, conducting internal courses for colleagues or create knowledge bases)?

Development plan

If the discussion of the above issues gives rise to special development points for the employee, these points must be defined in the development plan. If you, as a manager, have questions about the senior interview, contact your local HR partner.

Development plan

Name of employee:

Senior interview (date):

Agreement - purpose	What is to happen?	Who is responsible?	When is it to happen?

Date:

Employee's signature

Date:

Manager's signature