

Tool Vitality

Conversation Guide – Employability Interview



An employability interview is an open conversation about opportunities, challenges, and what the employee needs in order to work well and with enjoyment. The purpose is to exchange ideas and possibilities, without it being an assessment. Both the employee and the manager contribute equally to the conversation.

Goal of the conversation:

To strengthen sustainable employability and make agreements about the use of the PDI budget.
“Work with energy, grow with joy, stay sustainably employable!”

PDI – How does it actually work?

Every employee annually receives an individual professionalisation and sustainable employability (PDI) budget. The amount of this budget and related working hours depends on your personal situation.

How you become sustainably employable differs per person. That's why the collective labour agreement (CAO) does not prescribe a standard rule: you decide for yourself, on the condition that it contributes to your employability, enabling you to continue working with pleasure, energy and fulfilment.

It must demonstrably contribute to the development of knowledge, skills, or well-being in your work context. For example: activities that support maintaining professional expertise and professional development; working in a lasting, healthy and enjoyable way; being broadly employable and attractive on both the internal and external labour market.

By conducting this conversation, you jointly decide how the hours are used. This is tailor-made. Examples include study leave, coaching, or internships.

Why a dialogue?

How does the employee wish to use the budget? What will they do to remain employable? This requires a dialogue. It is a collaborative process between employer and employee. Agreements are recorded in the employability plan.





Discussing the Four Elements of the House of Work Ability

Theme 1 – Vitality and Health

1. How are you feeling at the moment?
2. What do you do to stay healthy and balanced?
3. Are there things that cause stress in your work or private life?
4. What does this mean for your work?
5. Can you influence this yourself?
6. Can we, as an employer, contribute to this?

Theme 2 – Qualities and Competencies

1. Which qualities and competencies do you have?
2. Can you apply these sufficiently?
3. Are you stimulated and supported in developing them further?
4. Which aspect of your work do you find most challenging?
5. How would you like to develop within this area and what or who do you need?
6. How do you experience the demands being placed on your work?
7. What are your wishes for the future?
8. How would you like to prepare for this? What could be a first step?

Theme 3 – Norms and Values (Motivation and Enjoyment)

1. What is important to you in your work?
2. What gives you energy in your work and motivates you to work at this school?
3. To what extent do you feel the freedom to organise your work yourself?
4. Do you feel part of the team?
5. What can you do to maintain or increase motivation and joy in your work?

Theme 4 – Work

1. How do you experience collaboration, support and feedback from your colleagues?
2. How do you experience collaboration, support and feedback from your manager?
3. How do you view changes and developments within the organisation?
4. How do you experience the work culture?
5. How would you like to use your PDI budget this year?



Employability Plan

What do I take from
the conversation?

My goals are:

Actions :

-
-
-
-

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How will I carry out these
actions?

-
-
-
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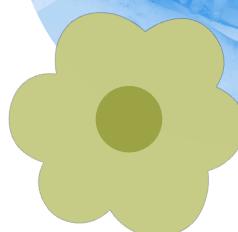


Follow-up

Who can support you?



What else do you need?



What obstacles are there?

When is it considered a success?



Interventions



Possible Interventions

1. Corporate social work
2. Bereavement and loss support
3. Career guidance (coaching)
4. Fiscal benefits (FiscFree)
5. ATO coaches
6. Work happiness coaching
7. Workplace design, workplace assessment
8. Training and education
9. ATO Academy
10. MTO (employee satisfaction survey – consider another option?)
11. Confidential advisor
12. Check the ATO Academy for more options