



## Form for individual salary negotiations (2.5.1)

The information in this form will be handled confidential

PERSONAL INFORMATION	
Name:	Date of birth:
E-mail:	Phone number:
	Employee Number:
Education/academic title:	Graduation year:
CONDITIONS OF EMPLOYMENT	
Work Place:	Employee at NTNU since:
Job title:	Job code/category:
Yearly salary in NOK, 100% position:	Employment fraction:
Started in present position:	Employment description:
Last salary increase (year):	
Have you had development discussion (medarbeidersamtale) with your nearest leader?	
Development discussion:      Yes      No	If yes, please give the date:
Salary discussion                  Yes      No	If yes, please give the date:
WAGE DEMAND	
Wage demand yearly salary in NOK, 100% position:	
Demand for new job title and/or job code/category:	
ARGUMENTS FOR THE WAGE DEMAND	
<p>1. <b>Development of relevant expertise and qualifications</b> (e.g. have taken courses, new work task, organizing courses yourself, contributions to the primary activity and strategic goals of NTNU)</p>	
<p>2. <b>Job Performance</b> Examples can be; efficiency improvements, innovative operations, the ability to adjustments and adaptations to new tasks. Use of new competence and new working tasks.</p>	

**Form for technical or administration employee at NTNU**

**1. Contribution to working environment**

Sum up administration tasks, honorary posts, representative spokesman or other duties that has taken up significant time

**2. Additional criteria for administrative leaders**

Contribution to develop the organization, have performed good human resource planning, follow up on your employees, contribution to efficiency and better administrative solutions, service minded for the primary work at NTNU. Contribution to good relationships between employees, NTNU and the public environment.

**3. Other relevant information**

**SIGNATUR FOR DEMAND AND WRITTEN CONSENT TO STORE THIS DATA ELECTRONICALLY FOR NEGOTIATION AND TRAINING PURPOSES**

Date:

Signature: