

## Record Sheet

Please send this record sheet as a PDF to the following email address: jahresgespraeche@leuphana.de. The contact person is Annika Prange. Your data will be used for quantitative recording and treated confidentially.

Department: \_\_\_\_\_

Employee's name: \_\_\_\_\_

Manager's name: \_\_\_\_\_

☐ We have held our annual review interview.

☐ We have not held our annual review interview.

\_\_\_\_\_  
Date/signature of employee

\_\_\_\_\_  
Date/signature of manager