

## DOCUMENTATION SHEET FOR THE ANNUAL REVIEW INTERVIEW

Date: \_\_\_\_\_

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

Position: \_\_\_\_\_

Manager's name: \_\_\_\_\_ Work Unit \_\_\_\_\_

This sheet is for entering the points on which you reached agreements.

1) Looking back and reflecting upon what has been achieved since the previous annual review interview	
2) Work situation	
3) Leadership and cooperation	
4) Continuing Professional Development / perspectives	
5) Agreements	

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

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

Like the contents of this interview, the documentation sheet is confidential and will not be sent to the employee's hierarchical superior. Both interview partners receive one copy each. The documentation sheet is destroyed after the follow-up interview the following year.