



personalentwicklung@tuwien.ac.at

## Report form for appraisal interview

Please complete this report sheet **once per calendar year**

1. Calendar year **20**

2. Number of unit

3. Name of unit

4. Number of employees in  
total:

5. Of which appraisal interviews  
conducted:

6. Of which obtained from  
appraisal interview:

Herewith I confirm the correctness of the above information

Date:

SURNAME:

First name:

Please send the report form by e-mail to Personnel Development after  
completion of all interviews in the respective calendar year:

[personalentwicklung@tuwien.ac.at](mailto:personalentwicklung@tuwien.ac.at)