**Confidential**

RESULTS PROTOCOL

EMPLOYEE INTERVIEW

**One copy remains with the employee and one with the direct supervisor.**

**Data**

Name (Employee)

Click or tap here to enter text.

Name (Supervisor)

Click or tap here to enter text.

Period/ calendar year

Click or tap here to enter text.

**Tasks**

REVIEW

Tasks of the employee in the past period

Click or tap here to enter text.

PLANNING

(New) tasks for the employee

Click or tap here to enter text.

**Cooperation and leadership**

REVIEW

Joint assessment of the cooperation

Click or tap here to enter text.

PLANNING

Proposals regarding cooperation in the team and with supervisor (cooperation, exchange of information...)

Click or tap here to enter text.

**Personal work and development goals**

REVIEW

To which extent was the employee able to achieve the goals? Which factors had a positive/negative influence on the achievement of the goals?

Click or tap here to enter text.

PLANNING

Agreed goals/possible external influence/necessary resources

Click or tap here to enter text.

**Personal competence development**

REVIEW

Which measures were agreed upon/were completed? What effect did they have?

Click or tap here to enter text.

PLANNING

Agreed upon competency development/what training/education needed?

Click or tap here to enter text.

Date

Click or tap here to enter text.

Name Name

Click or tap here to enter text. Click or tap here to enter text.

and signature of the employee and signature of the supervisor