



TU Wien, Karlsplatz 13, A-1040 Wien

EMPLOYMENT TESTIMONIAL

Introduction

Ms/Mr , born on..... ,
in , residing in
was in the period fromuntil employed
as..... at TU Wien.

Position and job description

Ms/Mr..... 's work duties comprised [*optionally: in particular*] the following work functions:..... [*job description*]

Assessment of performance (skills and capabilities)

**sample phrases*

Ms/Mrat all times demonstrated a very good willingness to perform [*willingness to work*]. She/he always discharged her/his job requirements even under strong pressure of work [*work capabilities*]. She/he was a competent and widely deployable employee in [*specialized professional skills*] whose work was always characterised by a particular methodical and efficient style of working [*work style*]. Particular noteworthy about her/his work with others was her/his organisational talent, her/his self-reliance and her/his team spirit [*particular achievements*]. Altogether, her/his performance always met our expectations to our utmost satisfaction [*summary job performance assessment*]

Training and continuing education measures

Ms/Mr [*regularly*] took part in [*training and continuing education measures*].

Assessment of social interaction skills

*sample phrases

Ms/Mr completed the assigned work independently and always to our utmost satisfaction. She/he was an extremely valuable work colleague for us. Her/his comportment in relation to supervisors, colleagues and outsiders was always above reproach. Due to her/his friendly and accommodating behaviour she/he was at all times a highly appreciated interlocutor.

closing sentence

*sample phrases

Ms/Mr is leaving TU Wien at her/his own request.
We express our gratitude for the very good cooperation [*over the years*] and wish her/him the best of luck and success in her/his personal and professional future.

Vienna, dated _____

Signature (author of the testimonial)