



Ensuring an outcome / agreeing on objectives of annual appraisal for administrative and technical staff (ATM)

The annual appraisal was performed on(date)

.....
Name, first name
(Manager)

.....
Name, first name
(Employee)

Was an annual appraisal conducted during the last year?

yes no

Did you agree on objectives in the annual appraisal?

yes no



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / schedule
Objectives of the organisational unit, project, department, workshop, etc.			
Work organisation and working hours			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / schedule
Equipment and design of your workplace			
Tasks and area of responsibility			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Collaboration and management			
Development prospects and wishes, Assessment of your work situation			



Topic (optionally)	Issues discussed	Agreement on objectives	Subsidiary objectives / time frame
Personal development Internal/external career prospects career wishes			
Additional topic/open questions			



How would you like to prioritise the implementation of your objectives?



Priority 1:

.....

Priority 2:

.....

Priority 3:

.....

The following results of the appraisal shall be forwarded to third parties:

Result 1: Forwarded to:

Result 2: Forwarded to:

Signature:

Signature:

.....
Manager

.....
Employee

The next annual appraisal is scheduled for

.....

Month/year