**ENTRETIEN ANNUEL D’ÉVALUATION**

**PERSONALGESPRÄCH *CONFIDENTIAL***

**PERFORMANCE EVALUATION INTERVIEW**

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| **1. PERSONAL DETAILS** | | | | |
| ***Collaborator*** | Last, First names: |  | Activity: |  |
|  | Personal number (SAP ID): |  | Year and reference period: |  |
| ***Unit*** | Superior /  Coach: |  | Date of last evaluation: |  |
|  | School / VP – Unit: |  | Last evaluation grade: |  |
|  | If multiple subordinations: |  | Change of superior: |  |

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| **2. JOINT EVALUATION OF TASKS AND OBJECTIVES** | | | | | |
| **N°** | **TASKS (CF. JOB DESCRIPTION AND OBJECTIVES)** | **GRADES (A++, A+, A, B, C)** | | | **COMMENTS AND / OR MEASURES FOR IMPROVING PERFORMANCE** |
|  |  | **EVAL. COACH** | **AUTO ÉVAL.** | |  |
|  |  |  |  | |  |
| **3. BILAN ET DEVELOPMENT OF SKILLS** | | | | | |
| **AREA** | | | | **COURSE OF ACTION (BY WHOM? WHEN? HOW? TRAINING)** | |
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| **4. GLOBAL EVALUATION** | | |
| **GLOBAL EVALUATION** |  |  |

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| **5. COLLABORATOR’S SATISFACTION AND COMMENTS, DEVELOPMENT** | | | | | | | | | | |
|  | | | | | | | | | | |
| DEGREE OF SATISFACTION | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |

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| **6. AGREED MEASURES** |
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| **7. POSSIBLE ADJUSTMENT OF JOB DESCRIPTION** | | | | |
|  | Deadline: |  | Person in charge: |  |

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| **8. DATES AND SIGNATURES** | | | | | |
| *Collaborator:* | |  | *Superior / Coach:* | |  |
| Date: | |  | Date: | |  |
| *Collaborator’s signature only implies that she.he has been informed of the content of the evaluation. It does not imply her.his approval.* | | | | | |
| *Commentaires éventuels :* |  | | *Commentaires éventuels :* |  | |