**ENTRETIEN DE FIXATION D’OBJECTIFS**

**ZIELVEREINBARUNGSGESPRÄCH *CONFIDENTIAL***

**GOAL-SETTING INTERVIEW**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1. PERSONAL DETAILS** | | | | |
| ***Collaborator*** | Last, First names: |  | ***Year:*** |  |
|  | Activity: |  |  |  |
| ***Unit*** | Superior /  Coach: |  | School / VP – Unit: |  |
|  | If multiple subordinations: |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **2. SETTING AND PLANNING OF YEARLY OBJECTIVES (TASKS AND / OR OBJECTIVES)** | | | | |
| **N°** | **TASKS AND / OR OBJECTIVES** | **ACTIONS / MEANS** | **DEAD- LINE** | **EVALUATION CRITERIA** |
|  |  |  |  |  |

*Act* ***SMART*** *with your objectives:* ***S****pecific,* ***M****easurable,* ***A****daptable,* ***R****ealistic and* ***T****emporal*

|  |  |  |  |
| --- | --- | --- | --- |
| **3. DATES AND SIGNATURES** | | | |
| *Collaborator:* |  | *Superior / Coach:* |  |
| Date: |  | Date: |  |