**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: |       |