

Record of the talk

Record of the talk

Date: _____ start/end: _____

Name employee: _____

Name superior: _____

Department: _____

Last talk (date): _____

Works/tasks and working environment review

Agreements from last talk:

completed?

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Notes:

Tasks for the year 20...

Tasks for the following year 20... (or quarter), which the employee will complete (to sort according to priority).

Task 1

Task 2

Task 3

Task 4

Resultant milestones for the employee:

until?

_____	_____
_____	_____
_____	_____
_____	_____

Next survey of the milestones projected at:

Notes employee:

Agreements/notes/summary - work/tasks and working environment:

Signature superior

Signature employee

Teamwork and management review

Agreements from last talk:

completed?

-
-
-
-
-
-
-
-

Notes:

Agreements for the year 20... - teamwork and management

Agreements for the following year 20... (or quarter), which the employee will complete (to sort according to priority).

Agreement 1

Agreement 2

Agreement 3

Agreement 4

Resultant milestones for the employee:

until?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Next survey of the milestones projected at _____

Notes employee:

Agreements/notes/summary – teamwork and management:

Signature superior

Signature employee

Agreement on objectives review

Agreements from last talk:

completed?

_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>
_____	<input type="checkbox"/>

Notes:

Agreements for the year 20...

Agreements for the following year 20... (or quarter), which the employee will complete (to sort according to priority).

Agreement 1

Agreement 2

Agreement 3

Agreement 4

Resultant milestones for the employee:

until?

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Next survey of the milestones projected at _____

Notes employee:

Agreements/notes/summary – Agreement on objectives

Signature superior

Signature employee