

Transcript



Record the results of the talk in an [interview transcript](#). At the end of the meeting, both sides should each receive a signed copy of this transcript.

If there are differences in opinion about the contents of the transcript, the manager is responsible for the contents and is the only one who signs it. The employee can state the reasons why he/she has not signed this version of the transcript in the “comments” section. If necessary, he/she can also describe any additional details.

If a note is made in the “additional comments” section that the transcript or parts of it may be passed on, then forwarding the interview transcript is approved. Both sides of the interview must sign the “agreement on forwarding” in the interview transcript.

Note for managers



The manager must destroy his/her copy of the interview transcript and any records of the meeting if the position as manager of the employee ends.