#### Agreement(s) – Annual Appraisal Interview

#### Employee:

#### Manager/Supervisor:

Date:

| **Goals** | **What is required for their implementation?** | **Time schedule** | **Who is responsible?** |
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|  |  |  |  |
| Other:  |
| Manager’s Signature:  | Employee’s Signature:  | Trusted third party, if required |

**Notes on data protection:** This form remains with the manager. The employee will receive a copy. If the subject supervisor conducts the interview, the organisational unit’s management also receives a copy. If the administrative supervisor conducts the interview, the subject supervisor will be informed of relevant agreements, if applicable. If there is a change of manager, a copy shall be passed on to their successor. This document is confidential. Access must be restricted to the manager and the employees concerned. All data must be deleted no later than three years after the interview.