



Needs form 1 – annual personal interview

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Annual personal interview

Name of employee:
Personnel number:
Supervisor:
Business unit:
Cost centre:
Date:

1. Definition of training needs	Yes	No
The employee is sufficiently qualified for his/her assignment.	<input type="checkbox"/>	<input type="checkbox"/>
The following training is required (if "Yes", further with 2.).	<input type="checkbox"/>	<input type="checkbox"/>

2. Further training measure(s) for the maintenance or adaptation of the knowledge/skills of the employee			
The need for training	Type of further training*	Urgency	Settled? Date

* Familiarisation, instruction by supervisor, product training, internal seminar, external seminar ...

3. Remarks

The appraisal interview has been conducted.

Signature of supervisor

Signature of employee