

Name: _____		Staff Code: _____		far exceeds requirements	exceeds requirements	fully meets requirements	partially meets requirements	in need of improvement
Dept. _____		P1	P2+	P2	P2-	P3		
Expertise	Quality of work							
	Technical and method expertise							
	Process orientation							
	Problem-solving skills							
	Development and sharing of knowledge							
Cooperation and Leadership	Cooperation							
	Communication skills							
	Convincing and asserting							
	Leadership							
Entrepreneurial thinking and acting	Customer orientation							
	Economical efficient acting							
	Engagement and self-initiative							
	Responsibility							
Overall Performance								

# Dialogue Summary

Name: \_\_\_\_\_ Staff Code: \_\_\_\_\_ Dept: \_\_\_\_\_

Degree of Target Achievement	<div>%</div>	<div>→</div>	Target Category*	Overall Performance*
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Potential

Development recommendations within 1 year:

☐ vertical (v)

☐ horizontal (h)

☐ remain on position (r)

If “h” or “v”, specific planned assignments: \_\_\_\_\_

Development recommendations within 3 years:

☐ vertical (v)

☐ horizontal (h)

☐ remain on position (r)

Possible function or task: \_\_\_\_\_

Development measures and activities

1.

2.

3.

4.

Special internal and external activities, honorary appointments and qualifications

Preferred operational area

\*Target Category: T1, T2+, T2, T2-, T3  
\*\*Overall Performance: P1, P2+, P2, P2-, P3

\_\_\_\_\_ Date \_\_\_\_\_ Disciplinary Superior

Management by Objectives

Name: \_\_\_\_\_ Staff Code: \_\_\_\_\_ Dept: \_\_\_\_\_

	Measured Variable	Deadline	Weighting Factor	Target Evaluation	
				Degree of Fulfillment	Target Achievement
<div><div></div><div>x</div><div>=</div></div>					
Function related objectives					
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
Personal related objectives					
			0.00	0%	0.00%
			0.00	0%	0.00%
			0.00	0%	0.00%
			Σ	1	
Date	Disciplinarian Supervisor		Employee		Degree of Target Achievement
					0.00%