**SEAFARER DE-BRIEFING**

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Vessel:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rank:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Interviewed by:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Period on board \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ S/Off Reason:\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PERFORMANCE APPRAISAL:** Did you have a discussion about your job performance during the assignment on board YES NO

**TRAINING and DEVELOPMENT**: Did you discuss your on-going training needs during the assignment on board? YES NO

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **General** | **4** | **3** | **2** | **1** |
| Quality and availability of on board training and / or coaching | □ | □ | □ | □ |
| Condition of your accommodation | □ | □ | □ | □ |
| Entertainment and activity facilities available | □ | □ | □ | □ |
| Quality of food (victualing) | □ | □ | □ | □ |
| Safety culture on board | □ | □ | □ | □ |
| General vessel condition | □ | □ | □ | □ |
| Communication and Cooperation within and between departments was | □ | □ | □ | □ |
| Did you get sufficient rest | □ | □ | □ | □ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Job itself** | **4** | **3** | **2** | **1** |
| Were you provided with sufficient training/familiarization | □ | □ | □ | □ |
| The job was challenging | □ | □ | □ | □ |
| Workload was manageable | □ | □ | □ | □ |
| Sufficient resources and staff were available | □ | □ | □ | □ |
| Had adequate equipment to do the work | □ | □ | □ | □ |
| Your skills were effectively used | □ | □ | □ | □ |

What could be improved about the job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Supervisor / Line Manager** | **4** | **3** | **2** | **1** |
| Had sufficient knowledge of the job | □ | □ | □ | □ |
| Is experienced in supervision | □ | □ | □ | □ |
| Is approachable and sharing knowledge/knowhow | □ | □ | □ | □ |
| Provided constructive feedback | □ | □ | □ | □ |
| Maintained a professional relationship with you | □ | □ | □ | □ |

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| **Remuneration and Benefits** | **4** | **3** | **2** | **1** |
| The salary was adequate in relation to responsibilities | □ | □ | □ | □ |
| Are wages/allotments paid regularly/in time | □ | □ | □ | □ |
| Other benefits were good | □ | □ | □ | □ |
| Travel arrangements to and from the vessel | □ | □ | □ | □ |

What improvements, other benefits could the company offer?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- |
| **The Company** | **4** | **3** | **2** | **1** |
| Did you receive adequate information before you joined? | Yes | | No | |
| Were your expectations different from the reality on the ship? | Yes | | No | |
| Was it a good and positive environment to work in? | □ | □ | □ | □ |
| Did you get on well with other staff within the company? | □ | □ | □ | □ |
| Career/advancement opportunities | □ | □ | □ | □ |
| Would you re-join the same vessel/fleet? | Yes | | No | |

* If ‘NO’, why?\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Any other/additional comments:** |
|  |

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_