

**Annex 1: Template for record of minutes (*please amend details as needed*)**  
**Record of the summarised results\* with reference to the Annual Employee Review**  
**on**

between

(Senior staff member)

and

(Employee)

<b>Working tasks, work organisation</b>		
1. 2. 3.	Who? Re: 1. Re: 2.	
	By when? Re: 1.	
	Who is otherwise informed?	
<b>Management and cooperation</b>		
	Who?	
	By when?	
	Who is otherwise informed?	
<b>HR Department</b>		
(if necessary, need for qualification review)	Who?	
	By when?	
	Who is otherwise informed?	
<b>Further agreements and objectives</b>		
	Who?	
	By when?	
	Who is otherwise informed?	

\_\_\_\_\_  
 Signature of senior staff member

\_\_\_\_\_  
 Signature of employee

\* These records are to be dealt with confidentially. Please ensure that the file contains read and access protection on submission, that the data are stored securely, and that both copies are retained. As a rule, the record is to be destroyed after three years.