**Annual Talks: Minutes**

**Conversation Setting[[1]](#footnote-1)**

Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of the interview: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**A Review**

**B Scope and organization of work**

**C Working environment**

**D Leadership and cooperation**

**E Outlook**

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Signature of employee Signature of supervisor

1. **Notes**: The minutes remain exclusively with the two parties involved in the meeting and are not passed on in the case of a change of supervisor. The minutes must be stored in accordance with data protection regulations and destroyed after 5 years in accordance with data protection regulations (DIN 63999). If third parties are to be informed of (individual) contents of the interview (in particular in the case of training requirements), this must be recorded in writing in the minutes by mutual agreement in compliance with data protection requirements. [The disclosure of qualification requirements is based on § 5 para. 4 sentence 2TV-L in conjunction with para. 1 sentence 3 TV-L or, for civil servants, on § 17 of the Career Ordinance. Information on data protection in the employment context can be found [here](https://www.uni-paderborn.de/zv/personaldatenschutz)]. [↑](#footnote-ref-1)