

Name of employee	Date 1st feedback meeting	Supervisor
Post	Department	
Performance and behaviour are assessed according to: Mastery of task and responsibilities according to the job description		
Mastery of work load		
Quality of work		
Ability wo work under pressure		
Social behaviour/ leadership behaviour		
Continuation of employment? <input type="checkbox"/> yes <input type="checkbox"/> no Justification		
Feedback from the assessed employee		
Assessed employeey	Supervisor	
Date, signature	Date, signature	