

Central points for an appraisal review between supervisor and employee

	Looking back: since the last appraisal review	Looking ahead: short-term, long-term
Job performance		
Personal issues: Skills, resources		
Social issues: Cooperation, communication		

General issues, in conclusion:

Which issues from the job performance, personal, or social levels discussed above should definitely be implemented in your professional routine as target agreements (if appropriate)? Is continuing education or further training indicated (on the job, off the job)?