

Progress review

Mentor – student

DETAILS EMPLOYEE	
Name employee	
Employee number	
Name supervisor	
Date review	- -

COMMITMENT & COOPERATION			
Question	Motivation	Action	Deadline
How is the cooperation with your colleagues?			
What do you add to the team?			
Do you often ask feedback from your colleagues?			
How do you deal with feedback?			
Comments			

PERFORMANCE EMPLOYEE			
Question	Motivation	Action	Deadline
Which matters, tasks or moments in your work do you experience positive?			
Are there matters, tasks or moments that influence the result of your work negative?			
About what are you very satisfied and about what not?			
Are your qualities sufficient addressed?			
What are points of improvement related to your performance?			
Comments			

WORKING CONDITIONS AND WORK ATMOSPHERE			
Question	Motivation	Action	Deadline
What do you think of the working conditions?			
What can be improved?			
How is the work atmosphere?			
Can you influence the work atmosphere positively?			
Comments			

Thus discussed and initialled on each page.

	INTERVIEWER	EMPLOYEE
Name		
Function		
Date	- -	- -
Signature		