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| **Naam** | : | ...................................... | **Datum** | : | ................. |
| **Functie** | : | ...................................... | **Vorig gesprek** | : | ................. |
| **Leidinggevende** | : | ...................................... | **Periode** | : | ................. |

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| **Actualiteit functiebeschrijving** |
| ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Uitkomst/voortgang afspraken vorig gesprek** |
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| **Gesprekspunten medewerker** |
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| **Gesprekspunten werkgever** |
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| **Algemeen functioneren** |
| **Functiebeheersing** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Kwaliteit van het werk** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Persoonlijke inzet** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Persoonlijke vaardigheden en gedrag (competenties)** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| **Manier van leidinggeven** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Beleving van het werk** |
| …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Loopbaanontwikkeling / Opleiding** |
| …………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………  ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Bijzondere omstandigheden die het functioneren hebben beïnvloed** |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |

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| **Ziekteverzuim** | | |
| Verzuimpercentage | % | Periode |
| ………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… | | |

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| **Afspraken** | **Wie** | **Wanneer** |
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| **Ondertekening** | | |
| **Beoordelaar** |  | **Medewerker** |
| Datum…………………………………. |  | Datum…………………………………… |