



## PREPARATION

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- Schedule date (usually 2 weeks in advance; annually in the first quarter)
- Plan approx. one hour for the review
- Find suitable room that ensures an undisturbed meeting
- Send invitation to employee
- Allow sufficient time to prepare for the talk (set own objectives etc.)
- Prepare/provide documents for the review minutes
- Reflect on review topics
- Have a reflection sheet/ catalogue of questions at hand

## EXECUTION

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- Is the room isolated from disturbances?  
(mobile phones switched off, phone redirected, "Do not disturb!" sign etc.)
- Have beverages been made available?
- Are your notes on the prepared review topics (on both sides) ready at hand?
- Are the (prepared) minutes of the last talk (if relevant) available or is there a template for taking down the minutes?
- Is the report form ready at hand?

## FOLLOW-UP

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- Was the minutes form completed and signed by both parties?
- Was the report form sent to the HR Department?

## NEXT STEPS

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- Were the agreed arrangements carried out?
- Were other contact persons included if necessary?

