

Institute/unit  
(stamp)

To the  
Personnel Development and Planning Office  
via in-house mail

## Report Appraisal Review/Target Agreement Conversation

A appraisal review/target agreement conversation was conducted with the following employees:

Name	Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the direct supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Head of the Institute or the Head of the unit  
For Professors: signature of the Department Chair

Please send your final report by in-house mail or by email (mag@wu.ac.at) to the Personnel Development and Planning Office.