# Beoordelingsformulier

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Datum:  |  | Tijd:  |  | Locatie:  |  |

# Persoonlijke gegevens

|  |  |
| --- | --- |
| Naam medewerker: |  |
| Geboortedatum: |  |
| Huidige functie: |  |
| Afdeling: |  |
| Datum in dienst: |  |
| Vervult functie sinds: |  |
| Beoordelingsperiode: |  |
| Datum vorige beoordeling: |  |
| Beoordeling ingevuld door: |  |

# Beoordelaars

|  |  |  |
| --- | --- | --- |
|  |  | Contact met medewerker |
|  |  | dagelijks | geregeld | soms |
| 1e beoordelaar | Naam: |  |  |  |  |
|  | Functie: |  |
|  |  |  |  |  |  |

# **A. Beoordeling functievervulling**

|  |  |
| --- | --- |
|  | Waardering |
|  | **A** | **B** | **C** | **D** | **E** |

# 1 Kennis

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1.1** |  | Competentie | Opmerking |  |  |  |  |  |
| **1.2** |  |  |  |  |  |  |  |  |
| **1.3** |  |  |  |  |  |  |  |  |

# 2 Kwaliteit van het werk Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **2.1** |  |  |  |  |  |  |  |
| **2.2** |  |  |  |  |  |  |  |
| **2.3** |  |  |  |  |  |  |  |

# 3 Persoonlijke inzet / houding Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **3.1** |  |  |  |  |  |  |  |
| **3.2** |  |  |  |  |  |  |  |
| **3.3** |  |  |  |  |  |  |  |

# 4 Contact met collega’s Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **4.1** |  |  |  |  |  |  |  |
| **4.2** |  |  |  |  |  |  |  |
| **4.3** |  |  |  |  |  |  |  |

# 5 Contact met klanten Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **5.1** |  |  |  |  |  |  |  |
| **5.2** |  |  |  |  |  |  |  |
| **5.3** |  |  |  |  |  |  |  |

# 6 Leidinggeven Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **6.1** |  |  |  |  |  |  |  |
| **6.2** |  |  |  |  |  |  |  |
| **6.3** |  |  |  |  |  |  |  |

# 7 Aanvullende benodigde competenties Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **7.1** |  |  |  |  |  |  |  |
| **7.2** |  |  |  |  |  |  |  |
| **7.3** |  |  |  |  |  |  |  |

# 8 Doelstelling uit functioneringsgesprek ..-..-…. Waardering

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **8.1** |  |  |  |  |  |  |  |
| **8.2** |  |  |  |  |  |  |  |
| **8.3** |  |  |  |  |  |  |  |

# Algehele beoordeling Waardering

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Beoordeling |  |  |  |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Waarderingsniveau: | A | schoot duidelijk tekort | B | voldeed niet geheel aan de eisen | C | voldeed aan de eisen |
|  | D | ging boven de eisen uit | E | ging in opvallende mate boven de eisen uit |

# Verbeterpunten

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| --- | --- | --- |
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|  |  |  |
|  |  |  |

# Opmerkingen

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| --- |
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|  |

# Werk- of privé omstandigheden welke de functievervulling hebben beïnvloed

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| --- |
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|  |

# B. Door medewerker in dit gesprek te kennen gegeven zienswijze

|  |
| --- |
|  |
|  |

# C. Afspraken naar aanleiding van het beoordelingsgesprek

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|  |
|  |

Ondertekening medewerker

Van de inhoud van deze beoordelingslijst werd door mij kennis genomen.

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| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Naam medewerker |  | Datum |  | Handtekening |

Ondertekening beoordelaar

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| Naam beoordelaar |  | Datum |  | Handtekening |