

Annex 2: Sample documentation

- Confidential -

Georg-August-Universität Göttingen Public Law Foundation
HR Department

Regulation No.
Goßlerstrasse 5/7
37073 Göttingen, Germany

Confirmation

— To be kept in the personnel files —

A structured Annual Employee Review was conducted between

(Senior staff member)

and

(Employee)

(Organisational Unit/Institution)

on (Date),

the contents of which are confidential.

☐ The Annual Employee Review was not conducted because

Please state the reason (e. g. employee is currently on leave etc.)

Signature of senior staff member

Signature of employee