

RECOMMENDATIONS

(in the context of a request to initiate or continue a remedial procedure)

DETAILS CONCERNING THE OFFICIAL WHO IS THE SUBJECT OF THE PROCEDURE

Mr/Ms:	Staff number:
Grade:	
Type of post:	
Job description:	
DG/unit/place of employment:	

DETAILS CONCERNING THE OFFICIALS PRESENT AT THE MEETING

First assessor:
Final assessor:
HR coordinator:
Official who is the subject of the procedure:
Accompanying official:

Date of interview:

RECOMMENDATIONS

(a) Duration: from to 31/12/.... <i>(end of staff reporting year)</i>
(b) Shortcomings noted <i>(in accordance with the request to initiate or continue the remedial procedure)</i>
<u>Ability and/or efficiency</u>
<u>Conduct</u>

ASSESSORS

Date and signature of first assessor

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Date and signature of final assessor

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Where appropriate, date and signature of HR coordinator

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Date of dispatch of the recommendations to the official: