**Form for creating a certificate of employment or reference**

**Surname, first name:** Click here to enter text.

**Date of birth:** Click here to enter text.

**Job title:** Click here to enter text.

**Place of employment** Click here to enter text.

**Type of certificate:** Click here to enter text.

**Reason for issuing a certificate:** Click here to enter text.

**Date of start of employment:** Click here to enter text.

**Date of termination of employment:** Click here to enter text.

**Longer periods of interruption of employment, where applicable:**

Click here to enter text.

**Description/profile of the institute/faculty/chair (not absolutely necessary)**

Click here to enter text.

**Job description (attach an extra sheet if necessary):**

Click here to enter text.

**Performance evaluation: (**please tick appropriate grade corresponding to the German school grading system (1 best; 6 worst))

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Evaluation criteria** | **Grade 1** | **Grade 2** | **Grade 3** | **Grade 4** | **Grade 5** | **Grade 6** |
| Specialist knowledge |[ ] [ ] [ ] [ ] [ ] [ ]
| Willingness to engagein further training |[ ] [ ] [ ] [ ] [ ] [ ]
| Cognitive andintellectual capacity |[ ] [ ] [ ] [ ] [ ] [ ]
| Performance under stress/Capability |[ ] [ ] [ ] [ ] [ ] [ ]
| Method of working |[ ] [ ] [ ] [ ] [ ] [ ]
| Performance readiness |[ ] [ ] [ ] [ ] [ ] [ ]
| Work success |[ ] [ ] [ ] [ ] [ ] [ ]
| Performance evaluation overall |[ ] [ ] [ ] [ ] [ ] [ ]
| Internal behaviour |[ ] [ ] [ ] [ ] [ ] [ ]
| External behaviour(as far as relevant) |[ ] [ ] [ ] [ ] [ ] [ ]
| Management success (only with managerial employees) |[ ] [ ] [ ] [ ] [ ] [ ]

**Employee's own desired or supplementary formulation or explanation of the evaluation, if applicable:**

Click here to enter text.

**Date:** Click here to enter text.

**Signature of superior:**

Please send the completed form in electronic form to the relevant section of the personnel department:

* Admin. Div. III/3, attn. Ms. Phipps, email: carmen.phipps@ur.de
* Admin. Div. III/5, attn. Ms. Bittner, email: verena.bittner@ur.de