



## DESTINÉS AU CHARGÉ DE L'ENTRETIEN

## Guide de préparation de l'entretien professionnel

Ce document est destiné à la personne chargée de conduire l'entretien (employeur, manager, responsable ressources humaines...). **Il constitue une base** sur laquelle l'entreprise peut s'appuyer **pour élaborer sa propre grille** en fonction de son organisation, de son mode de management... **C'est à l'employeur de déterminer** les documents qui peuvent être communiqués à la personne chargée de l'entretien, laquelle doit être tenue de respecter la confidentialité des informations dont elle a connaissance.

## Informations sur le salarié

Nom, prénom _____	Sexe _____
Poste occupé _____	depuis le _____
Type de contrat de travail (CDI, CDD, autre : préciser) _____	
Ancienneté dans l'entreprise _____	Coefficient _____

*Informations disponibles sur le Contrat de travail, la fiche de poste et la convention collective*

## Formation initiale et diplômes obtenus

\_\_\_\_\_

\_\_\_\_\_

*Informations disponibles sur le CV du salarié*

## Parcours professionnel avant l'entrée dans l'entreprise (postes, entreprises, dates)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Informations disponibles sur le CV du salarié*

## Parcours professionnel et de formation dans l'entreprise

Postes successivement occupés (et dates) \_\_\_\_\_

\_\_\_\_\_

Actions de formation (et Certification obtenue) \_\_\_\_\_

<input type="checkbox"/> Plan de formation	<input type="checkbox"/> DIF	Durée _____	Dates _____
<input type="checkbox"/> Période de professionnalisation			

VAE (et Certification obtenue) \_\_\_\_\_

<input type="checkbox"/> Plan de formation	<input type="checkbox"/> DIF	Durée _____	Dates _____
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Bilan de compétences \_\_\_\_\_

<input type="checkbox"/> Plan de formation	<input type="checkbox"/> DIF	Durée _____	Dates _____
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Congé individuel de formation (Certification obtenue) \_\_\_\_\_

Durée _____	Dates _____
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*Pour le bilan de compétences, les résultats sont communiqués par le salarié ou avec son autorisation.  
Informations disponibles sur les programmes de formation*

## Droit individuel à la formation (DIF)

Nombre d'heures disponibles pour 2008 \_\_\_\_\_

Nombre d'heures d'utilisées au cours des deux dernières années \_\_\_\_\_

*Informations disponibles sur le compteur DIF*

# Guide Lentretien Professionnel Pr Parer Formation

**Sandrine Gelin, Khuê-Linh Truong**



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