



## 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 _____
<input type="checkbox"/> Période de professionnalisation			

Bilan de compétences \_\_\_\_\_

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

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

**Puja Mehta**



## **Guide Lentreten Professionnel Pr Parer Formation:**

## Unveiling the Energy of Verbal Artistry: An Emotional Sojourn through **Guide Lentretien Professionnel Pr Parer Formation**

In a global inundated with screens and the cacophony of fast connection, the profound power and mental resonance of verbal art usually diminish in to obscurity, eclipsed by the constant assault of noise and distractions. However, situated within the lyrical pages of **Guide Lentretien Professionnel Pr Parer Formation**, a fascinating function of literary beauty that impulses with fresh thoughts, lies an unique trip waiting to be embarked upon. Written by way of a virtuoso wordsmith, that exciting opus books viewers on a mental odyssey, lightly exposing the latent potential and profound affect embedded within the intricate web of language. Within the heart-wrenching expanse of the evocative evaluation, we will embark upon an introspective exploration of the book is central styles, dissect their interesting writing style, and immerse ourselves in the indelible impact it leaves upon the depths of readers souls.

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## Guide Lentretien Professionnel Pr Parer Formation Introduction

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