**ENTRETIEN PROFESSIONNEL**

## L’entretien professionnel est consacré aux perspectives d’évolution professionnelle du salarié, notamment en termes de qualification et d’emploi. Il ne doit pas porter sur l’évaluation du travail du salarié.

Cet entretien comporte également des informations relatives à la validation des acquis de l'expérience, à l'activation par le salarié de son compte personnel de formation, aux abondements de ce compte que l'employeur est susceptible de financer et au conseil en évolution professionnelle.

## Cet entretien professionnel donne lieu à la rédaction d'un document dont une copie est remise au salarié.

# Salarié(e) :

Nom, prénom : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Date de naissance : \_ \_ /\_ \_ / \_ \_ \_ \_

Date d’entrée dans l’entreprise : \_ \_ /\_ \_ / \_ \_ \_ \_

Fonction : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ depuis le \_ \_ /\_ \_ / \_ \_ \_ \_

# Personne chargée de réaliser l’entretien :

Nom, prénom : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Fonction : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

**Date de l’entretien**  : \_ \_ /\_ \_ / \_ \_ \_ \_

# Contexte :

* Entretien périodique
* Retour d’absence (préciser le motif) : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

Informations transmises par l’employeur :

* Le salarié est informé sur la validation des acquis de l'expérience (VAE) Commentaires : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Le salarié est informé sur l'activation de son compte personnel de formation (CPF) Commentaires : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_
* Le salarié est informé sur les modalités d’abondements de ce compte personnel de formation

Commentaires : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

* Le salarié est informé sur le conseil en évolution professionnelle (CEP) Commentaires : \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

# Parcours de formation :

**Formation initiale :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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**Actions de formation professionnelle :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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# Parcours professionnel au sein de l’entreprise :

|  |  |  |  |
| --- | --- | --- | --- |
| **Fonction occupée** | **Activités exercées** | **Date de début** | **Date de fin** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Situation professionnelle actuelle :**

**Fonction occupée :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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**Activités exercées et compétences mobilisées :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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**Comment vous sentez-vous dans votre poste actuel ?**  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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# Quels sont les changements intervenus à votre poste de travail depuis votre dernier entretien professionnel et quelles en ont été les conséquences dans

**l’exercice de vos fonctions ?**  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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**Quels sont vos points forts, les compétences les mieux maitrisées ? Quelles difficultés rencontrez-vous ? Quelles compétences souhaiteriez-vous faire évoluer ?**  \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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# Actions de développement des compétences suivies depuis le dernier entretien professionnel :

**Actions de formation :**

|  |  |  |  |
| --- | --- | --- | --- |
| **Intitulé** | **Dispositif mobilisé** | **Date de réalisation** | **Commentaires** (9) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Avez-vous obtenu une certification ou acquis des éléments de certification depuis votre dernier entretien professionnel ?

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Certification / Éléments de****certification** | **Intitulé** | **Niveau** | **Date****d’obtention** | **Dispositif mobilisé** |
|  |  |  |  | * formation
* VAE
 |
|  |  |  |  | * formation
* VAE
 |

**Autres type d’actions ou d’accompagnement**  **:** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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# Avez-vous bénéficié d’une progression depuis votre dernier entretien professionnel ?

Progression salariale : ☐ oui ☐ non Progression professionnelle : ☐ oui ☐ non

# Perspectives d’évolution professionnelle :

**Projet professionnel exprimé par le (la) salarié(e):**

*A court terme (d’ici 1 à 2 ans) :* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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*A moyen et long terme :* \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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|  |  |
| --- | --- |
| **Actions / moyens envisagés**  | **Proposition/avis du responsable**  |
|  |  |
|  |  |

**Commentaires du (de la) salarié(e) :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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**Commentaires de la personne chargée de réaliser l’entretien :** \_ \_ \_ \_ \_ \_ \_ \_ \_ \_

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En double exemplaire, dont un est remis au (à la) salarié(e).

Signature de la personne chargée de réaliser l’entretien

Signature du (de la) salarié(e)