



Universität Regensburg

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

**Surname, first name:**

**Date of birth:**

**Job title:**

**Place of employment**

**Type of certificate:**

**Reason for issuing a certificate:**

**Date of start of employment:**

**Date of termination of employment:**

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

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

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

**Performance evaluation:** (please tick appropriate grade corresponding to the German school grading system (1 best; 4 worst))

<b>Evaluation criteria</b>	<b>Grade 1</b>	<b>Grade 2</b>	<b>Grade 3</b>	<b>Grade 4</b>
Specialist knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to engage in further training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cognitive and intellectual capacity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance under stress/ Capability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Method of working	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance readiness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work success	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Performance evaluation overall	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Internal behaviour	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
External behaviour (as far as relevant)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Management success (only with managerial employees)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**Date:**

**Signature of superior:**

Please send the completed form in electronic form to the relevant section of the personnel department: [arbeitszeugnisse@ur.de](mailto:arbeitszeugnisse@ur.de)