**Zeugnisanforderung**

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| **Personalien Mitarbeiter** | | | | | | | | | | | | | | |
| Name, Vorname: | [Name] | | , | [Vorname] | | | | Funktion: | | | | [Funktion] | | |
| Geschäft: | [Angestellt von] | | | | | | |  | | | | [Datum] | | |
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| **Art des Zeugnisses** | | | | | | | | | | | | | | |
| Schlusszeugnis | | | | | | Arbeitsbestätigung | | | | | | | | |
| Zwischenzeugnis | | | | | | Lehrzeugnis | | | | | | | | |
| Sonstiges | | | | | |  | | | | | | | | |
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| **Genaue Tätigkeitsbeschreibung** | | | | | | | | | | | | | | |
| Service / Beratung und Verkauf | | | | | | Personalführung | | | | | | | | |
| Kassenbedienung | | | | | | Personaleinsatzplanung | | | | | | | | |
| Warenbestellung | | | | | | Extensions | | | | | | | | |
| Administrationsaufgaben | | | | | | Keratinbehandlung | | | | | | | | |
| Ausbildung der Lernenden | | | | | |  | | | | | | | | |
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| **Gesamtbeurteilung** | | | | | | **Wer hat gekündigt** | | | | | | | | |
| Sehr gut | | | | | | Arbeitgeber | | | | |  | | | |
| Gut | | | | | | Arbeitnehmer | | | | |  | | | |
| Genügend | | | | | |  | | | | |  | | | |
| Ungenügend | | | | | |  | | | | |  | | | |
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| **Beurteilung** | | | | | | | | | | | | | | |
|  | | Sehr gut | | |  | | Gut | |  | Genügend | | |  | Ungenügend |
| Fachkenntnisse: | |  | | |  | |  | |  |  | | |  |  |
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| Zuverlässigkeit: | |  | | |  | |  | |  |  | | |  |  |
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| Aufbau Stammkundschaft: | |  | | |  | |  | |  |  | | |  |  |
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| Teamfähigkeit: | |  | | |  | |  | |  |  | | |  |  |
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| Flexibilität: | |  | | |  | |  | |  |  | | |  |  |
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| Unterschrift RL: |  |

Zusätzliche Bemerkungen