(No　　　　　　)

記録票(令和　　　　年度)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 記録者 | | 所属 |  |  |  | 対象者 | 所属 |  | |
| 氏名 |  |  |  | 氏名 |  | |
|  | | | | | | | | | |
| 日付 | 職員に見られた行動や職員に対する指導の内容 | | | | | | 評定要素 | | ランク |
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※「評定要素」は、勤務評定の評定要素を記入

※「ランク」は、職員に見られた行動や職員に対する指導の内容を５段階で記入

(「5」:抜群,「4」:優秀,「3」:標準,「2」:劣る,「1」:かなり劣る)