Interview record — Mr Berthaud

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Written from the adviser's notes · fictional document

Fictional document — demonstration example

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Fictional document, produced for the demonstration. **The record uses the adviser's own words**, with no rewording that would smooth them out: those are the words the next adviser will read.

What the record carries

Section	Content
Diagnosis	**Set by the adviser, in their words**
Barriers confirmed in the interview	**Travel beyond 30 km partly lifted, shift work now possible — what has changed since the previous record is highlighted**
Agreed actions	3, each with its date and owner
What was proposed and refused	**With the reason the person gave — stops a colleague offering the same thing again in three months**

The time that moves

Measure	Before	After
Writing an interview record	**30 % of the interview's time — 18 min**	**8 % — 5 min**
Across 31,000 interviews a year	—	**6,717 hours**
Record available the same day	**59 %**	**96 %**
Records approved without changes	—	**9 out of 10**

The record is put in front of the adviser within two minutes of the interview, while they still have it in mind, rather than on Friday evening. **It is not only time saved: it is a record that still contains what the person said.**

What then goes out, unprompted

Output	Recipient	Form
The three agreed actions	The file's schedule	Dated, with their owner
Summary of what was decided	**The jobseeker**	**In the version they chose — plain or easy-read**

For the service to settle

Time within which the record is put to the adviser: _____

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