Manager’s Notes

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| Employee’s Name |
|  | **Performance****Category** | Action |  |
| **Event****&** **Date** | Safety | Job Performance | Conduct | Attendance | Coaching | Recognition | Counseling | Personal Conference | Written Reprimand | 2nd Written Reprimand | Summary of Discussion |
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*Instructions:* After every significant employee contact event (coaching, recognition, counseling, written reprimand, etc.) write the date, the performance category, action taken and a summary of the discussion. When the contact is related to a performance problem, upon your determination that the problem is resolved or deactivated, advise the employee and enter the date and event. *Record only events actually discussed with the employee*.