MANAGER'S NOTES

Employee's Name:

Date	Performance Category	Action	Summary of Discussion

> **Instructions:** After every significant employee contact event (coaching, recognition, counseling, written reprimand, etc.) enter 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 discussed directly <u>with</u> the employee.*