



PERFORMANCE DISCUSSION PLANNER

This form is helpful to use as a planning tool in preparation for a discussion with your employee. Complete the form as completely as possible before the discussion. Use the Performance Documentation Template to document the results of your meeting.

Discussion with:

Date:

Situation to be discussed:

Performance/Work Habits Record:

General Attitude:

Objective(s) (What do you hope to accomplish in this discussion?)

Facts known:

Information needed:

Concerns:

Possible causes/reason(s) for the situation:

Consequences to employee if the situation continues:

Possible actions/solutions:

Resources available:

Constraints:

Other:



PERFORMANCE DOCUMENTATION

Directions: This form can be used to document performance discussions with classified employees. After the discussion, complete the appropriate boxes, obtain associated signatures, provide a copy to the employee and retain the original in the employee's performance management file for future reference.

Notes:		
Specific Actions:	Person Responsible:	By When:
Follow-Up <ul style="list-style-type: none">• Date, time, place• Other		
Employee Signature: Supervisor Signature:		

cc: Employee