



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