**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.

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| --- | --- | --- | --- |
| Notes: | | | |
| Specific Actions: | | Person  Responsible: | By When: |
| Follow-Up   * Date, time, place * Other |  | | |
| Employee Signature: Date:  Supervisor Signature: Date: | | | |

CC: Employee