**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:       | PersonResponsible:      | By When:      |
| Follow-Up* Date, time, place
* Other
 |  |
| Employee Signature: Date: Supervisor Signature: Date:  |

CC: Employee