Performance Management Documentation

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| Employee Name: |  | Manager Name: |  |
| Support Person: |  | Scribe Name: |  |
| Date: |  | Meeting Number: |  |
| Confirm the purpose of the meeting and outline the scope and expected timing of the meeting.  Outline the areas where performance improvement is required (be specific, share examples, confirm the employee's understanding) | | | |
| Area for improvement 1: | | | |
| Employee’s response: | | | |
| Area for improvement 2: | | | |
| Employee’s response: | | | |
| Area for improvement 3: | | | |
| Employee’s response: | | | |
| Summary of the expectation for performance in the future: | | | |
| Employee’s response: | | | |
| Ask the employee if there is another reason why their work standards have dropped? | | | |
| Employee’s Response: | | | |
| Agree the next meeting time to review performance: | | | |
| Employee’s signature: | | Manager’s signature: | |
| Date: | | Date: | |