**PERFORMANCE DOCUMENTATION WORKSHEET**

*(To be used when documenting performance concerns)*

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| --- | --- |
| **Name:** | **Date:** |
| **Department:** | **Supervisor’s Name:** |

|  |
| --- |
| Performance Concern/Incident/Policy Violation (specific behavior – give examples): |
| Describe the impact to department/organization/co-workers and your experience and interpretation of the behavior: |
| Described the benefits of new desired behavior: |
| Plan to achieve desired behavior (involve employee): |
| Consequences if desired behavior is not achieved: |
| Date(s) for follow-up, if necessary:  ***30 days from today.*** |
| Additional comments:  ***If you are experiencing personal issues that are preventing you from meeting performance expectations, the Employee Assistance Program is available to help. They may be reached at*** [*www.feieap.com*](http://www.feieap.com)*., Username: SOWI or call (866) 274-4723.* |

**Acknowledgment Receipt:**

Employee’s Signature Date

Supervisor’s Signature Date

Cc: Manager File Scan and Email to: hr@uwp.edu

Personnel File