



Unified Government Human Resources Guide

Effective 04-01-05

Performance Log

This log is used to document employee performance through the entire evaluation period as a part of the supervisor file. Memos, notes from meetings, conversations with the employee and commendations are examples of items that can be tracked on this form. Be sure to include positive as well as negative situations on this log. Use as many sheets as necessary through the evaluation period.

Employee Name: _____

Supervisor Name: _____

Date	Situation (Positive or Negative)	Outcome/Result/Action Taken