

SAMPLE

Notes or Information Maintained in Supervisor's File

You should save quick e-mails or notations made to yourself regarding an employee's performance. This documentation can be used to give feedback, write a counseling memo or prepare a performance evaluation. The more specific examples that you can provide to an employee about what she or he needs to change or do, the more likely the employee be able to improve her performance.

E-Mail to Self on August 10, 2012

Met with Benjamin at 9:00 this morning. He said he was stuck on the widget part of his assignment. I told him to set up a meeting with Patsy, the department's widget specialist by August 18.

E-mail to Benjamin on August 15, 2012: Copied to Patsy

Benjamin, as we discussed last week, please set up a meeting with Patsy by August 18 to discuss your questions about the widget process so you can complete your assignment by the due date of September 1, 2012.

Thank you.

E-mail to Self

Researched what sorts of available training would assist Benjamin to understand the widget process. Notified him of the training and requested that he complete it before September 1, 2012.

Note to self

August 20, 2012

Saw Patsy in the hall at 11 a.m.

Discussed her guidance to Benjamin. She indicated that he did not seem to be grasping the process and that the training I identified should provide the support he needs to finish his assignment. CS

E-mail to Benjamin on August 20, 2012: Copied to self for Supervisor's File

Benjamin, Patsy indicated that she felt that you might benefit from the review class offered by CalHR on Widgets 1A. Could you please register for the class this month to assist you mastering this process? Thanks so much.