



Performance Review Notice

Employee Name	Position Title	
Supervisor's Name	Department	Date of Review

A performance review of the above listed employee has taken place and the results are recorded below. The performance expectations will be monitored and the employee will receive timely feedback regarding his or her progress. The forms should be complete and placed in the departmental file. The employee must receive a copy of the forms. This form should be attached to the letter of notification.

I. Disciplinary Level:

- Written Warning
- Suspension
- Probation
- Termination
- Other: _____

II. Prior Notifications:

	Date	Areas Discussed
<input type="checkbox"/> Verbal Warning	_____	_____
<input type="checkbox"/> Written Warning	_____	_____
<input type="checkbox"/> Conference after Written Warning	_____	_____
<input type="checkbox"/> Suspension	_____	_____
<input type="checkbox"/> Previous Probation	_____	_____
<input type="checkbox"/> None: Explain: _____		_____

III. Performance Issues:

- Policy/Procedure Violation
- Performance Problems
- Behavior/Conduct Infraction
- Absenteeism/Tardiness
- Unprofessional Behavior
- Other: (Explain) _____