RECORD OF EMPLOYEE PERFORMANCE NOTICE

Employee Name_____ **Position**_____

Department _____ **Date of Discussion** ____________

An initial discussion between employee and supervisor to discuss a performance and/or workplace behavior concern with the employee at the earliest possible opportunity to prevent situations from becoming more serious or prolonged. The following describes the verbal discussion between supervisor and employee, including description of the concern, the desired change in performance or behavior and the employee's response.

EAP: As a part of this process, employees are strongly encouraged to contact the University Employee Assistance Program (EAP). A handout on the EAP is attached. During this process, the EAP is a resource to provide support in resolving a work issue such as adjusting to change and expectations, and/or developing skills and techniques. Please contact the EAP at 1-877-851-1631 or www.horizoneap.com.

Describe the concern(s) and the substance of the discussion with the employee:

Supervisor's signature_____**Date**_____

Employee's signature confirms that the situation was discussed with the employee. It does not mean that the employee agrees with the information.

Employee Comments:

Employee's signature_____**Date**_____