

PERFORMANCE ISSUE DOCUMENTATION FORM

EMPLOYEE INFORMATION	
Employee Name:	Company Name:
Employee's Position Title:	Location:
Manager's Name:	Manager's Position Title:
PERFORMANCE INFORMATION	
Date(s):	
Performance Issue(s):	
Specific Job Feedback	
Job Improvement Tasks	
Has the employee's performance issue(s) been explained to the employee? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did the employee offer any explanation of the performance issue(s)? If yes, please provide information.	
Employee's signature:	Date/Time:
Manager's signature:	Date/Time: