Performance Issue: Record of Conversation

Name of employee: [ ]
Name of supervisor: [ ]
Date: [ ] Time: [ ]
Location: [ ]

Describe the performance issue and how it came to your attention:
[Enter specifics here]

Describe the conversation that took place:
[Enter specifics here]

Describe the course of action outlined:
[Enter specifics here]

Describe the employee’s response:
[Enter specifics here]

Follow up meeting scheduled for:
[Enter date here]

Describe the outcome of the follow-up meeting:
[Enter specifics here]