

# EMPLOYEE PERFORMANCE DOCUMENTATION FORM

Employee Name: \_\_\_\_\_ Title: \_\_\_\_\_

This conversation is intended to be: \_\_\_\_\_ During 90-day Probation; \_\_\_\_\_ Positive Contact;  
\_\_\_\_\_ Recognition; \_\_\_\_\_ Coach & Counseling

Formal Level of Discipline: (Verbal Warning, Written Warning, Objective Met, Suspension, Terminations, etc.)  
or other

Describe:

\_\_\_\_\_

\_\_\_\_\_

NOTE: If you checked during 90-day Probation, you must also check Positive Contact, Recognition or Coach & Counseling.

For full college policy refer to <http://ftp.ccccd.edu/hr/fosa/fosa1.htm> on Employee Performance Documentation.

(A) **Facts:** Be specific and focus on behavior. Provide date, time, what you observed, etc.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(B) **Objectives:** Can you use the job description to set specific, realistic, and measurable expectations?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(C) **Solutions:** What solutions will you and/or the employee take to meet the objectives?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(D) **Actions:** Specify timeline, next meeting date, and what actions could be taken if the employee does not meet the objectives.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Prepared by: \_\_\_\_\_ / \_\_\_\_\_

Printed Name

Signature

Title

Employee: \_\_\_\_\_ / \_\_\_\_\_

Signature

Date