



Manager's Notes

INSTRUCTIONS Manager's Notes may be used as the supervisor's working reference file to assist in tracking *significant communication with an employee* about their job performance. Entries into the log should reflect positive recognition, as well as, constructive feedback to the employee when performance is notable, ongoing, or serious enough that corrective or disciplinary action could result. Any follow-up or remedial activities or resolution should also be noted in the summary of discussion. Maintain a separate log for each employee supervised.

Employee Name and Title

Date	Topic	Summary of Discussion

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