Performance Log

Confidential

If found please return to:

Use of the Performance Log

The Performance Log is designed to allow you to keep track of the performance of your employees. Please keep the following in mind when using this log:

- It is designed to track both positive and negative behavior
- It is designed to be an objective log of your observations please do not include any comments that are opinionated derogatory or you would not want read by someone else
- It should not be used to track daily behavior

Name of Employee: John Kudo (Example of Kudo)

Date/Time	Description of Event (Who was involved,	Oral Reminder
	What happened)	/Kudo/ Written
09/18/16	Today I received an email from a citizen	Kudo
9:00am	who had their wallet retuned by John	
	who found it on Monday 09/17/16. I	Observed by:
	passed the email on to John and talked	Fred Smyth
	with him to let him know this is in	
	keeping with the CDOT value of	
	integrity.	

Name of Employee: Mark Reminder (Example of Oral Reminder)

Date/Time	Description of Event (Who was involved,	Oral Reminder
	What happened)	/Kudo/ Written
10/10/16	Mark is scheduled to arrive into work	Oral Reminder
10:15am	at 10:00am. He was late by 15	
	minutes. He told me that he forgot to	Observed by:
	put gas in his car and there was a long	Jane Dendt
	line. I reminded him it is important to	
	be to work on time.	

Name of Employee:

Name of Employee:

Date/Time	Description of Event (Who was involved, What happened)	Oral Reminder /Kudo/ Written
		Observed by:

	Date/Time
	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written

Name of Employee:

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Oral Reminder /Kudo/ Written		Observed by:		
Description of Event (Who was involved, What happened)				
Date/Time				

Name of Employee:

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Oral Reminder /Kudo/ Written	Observed by:			
Description of Event (Who was involved, What happened)				
Date/Time				

Name of Employee:

Oral Reminder /Kudo/ Written	Observed by:
Description of Event (Who was involved, What happened)	
Date/Time	

Name of Employee:

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Date/Time	Description of Event (Who was involved,	Oral Reminder	
	What happened)	/Kudo/ Written	
		Observed by:	

Name of Employee:

	Date/Time
	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written
Observed by:	

Name of Employee:

Observed by:

Name of Employee:

	Date/Time
	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written

Name of Employee:

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	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written

Name of Employee:

		Date/Time
	What happened)	Description of Event (Who was involved,
Observed by:	/Kudo/ Written	Oral Reminder

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	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written

Name of Employee:

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Oral Reminder /Kudo/ Written		Observed by:		
Description of Event (Who was involved, What happened)				
Date/Time				

Name of Employee:

Name of Employee:

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Date /Time	Date/ IIMe		

Name of Employee:

Date/Time	Description of Event (Who was involved, What happened)	Oral Reminder /Kudo/ Written
		Observed by:

Name of Employee:

Date/Time	Description of Event (Who was involved, What happened)	Oral Reminder /Kudo/ Written
		Observed by:

Name of Employee:

Oral Reminder /Kudo/ Written	Observed by:			
Description of Event (Who was involved, What happened)				
Date/Time				

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			Date/Time
		What happened)	Description of Event (Who was involved,
	Observed by:	/Kudo/ Written	Oral Reminder
			

Name of Employee:

Observed by:

Name of Employee:

		Date/ IIIIe	Dato/Timo
	Anna Independent	What happened)	Description of Event (M/ho was involved
Observed by:	/1000/ 1000	/Kudo/ Written	Oral Bamindar

Name of Employee:

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Obse			
			Observed by:

Name of Employee:

	Date/Time
	Description of Event (Who was involved, What happened)
Observed by:	Oral Reminder /Kudo/ Written

		Date/Time
	What happened)	Description of Event (Who was involved,
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