## Performance Log

Confidential

If found please return to:

# Use of the Performance Log

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

- It is designed to track both positive and negative behavior
- derogatory or you would not want read by someone else It is designed to an objective log of your observations please do not include any comments that opinionated,
- Print out page the next page to add to the log

Oral Reminder /Kudo/ Written

Description of Event (Who was involved, What happened)

Name of Employee:

Date/Time

Observed by:

Enter your name on the cover to have it returned

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)

/Kudo/ Written

Observed by:

**Oral Reminder** 

Description of Event (Who was involved, What happened)

Name of Employee:

Date/Time

	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:
7	put gas in his car and there was a long	Jane Dendt
	line. I reminded him is important to be	
	to work on time.	

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

Name of Employee:

/Kudo/ Written

Observed by:

**Oral Reminder** 

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

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

Name of Employee:

Date/Time

Description of Event (Who was involved, What happened)

Oral Reminder /Kudo/ Written

Observed by:

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

Name of Employee:

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

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Oral Reminder /Kudo/ Written

Description of Event (Who was involved, What happened)

Name of Employee:

Date/Time

Observed by:

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

Oral Reminder /Kudo/ Written

Description of Event (Who was involved, What happened)

Name of Employee:

Date/Time

Observed by:

Oral Reminder /Kudo/ Written

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Oral Reminder /Kudo/ Written

Description of Event (Who was involved, What happened)

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Date/Time

Description of Event (Who was involved, What happened)

Oral Reminder /Kudo/ Written

Observed by:

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

## Name of Employee:

Name of Employee:

Date/Time

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

## Name of Employee:

Name of Employee:

Date/Time

Description of Event (Who was involved, What happened)

Oral Reminder /Kudo/ Written

Observed by:

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

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

## Name of Employee:

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

## Name of Employee:

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

Oral Reminder /Kudo/ Written

Name of Employee:

Observed by: