

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

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

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

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