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 retuned 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)

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| --- | --- | --- |
| **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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