

## EMPLOYEE PERFORMANCE APPRAISAL SUPERVISOR'S DISCUSSION NOTES

HRD 529 (Rev. 9/05)

Section #6

Appraisal Period:

XXX-XX-

From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_  
Name of Employee

\_\_\_\_\_  
Social Security Number

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1. Use this sheet to keep a record of employee performance throughout the rating period, especially incidents of **outstanding** and/or **substandard** work performance.
2. Indicate the Performance Category number from Section #5 in the first column (e.g., the number of Quality of Work Unit Output is #1).
3. Be sure to have *timely* discussions with your employee for all notes made. If a notation describes **substandard performance/deficiencies**, you must also:
  - A. Give the employee suggestions on how to improve performance. If suggestions are given **orally**, you must also include the following phrase in the notation: "I discussed with you suggestions for improvement." (Do not add to or modify this statement.) If suggestions are given in **writing**, you must note the specific suggestions either on this form or on a separate sheet of paper that must be attached to this form, and
  - B. Include in the notation efforts made to retrain your employee, and
  - C. Be sure to advise your employee that he/she may rebut your notation by attaching a separate sheet of paper describing the rebuttal, and
  - D. Give the employee a copy of this form each time a notation describing substandard performance is made.
4. Ask your employee to initial next to your notes to confirm your discussion with him/her.
5. At the end of the rating period, review your notes to help you to determine the Final Rating for each Performance Category and/or the Overall rating.
6. Attach this form to the other appraisal forms at the end of the rating period only if there are performance notes.

Indicate  
Performance  
Category #  
From Section #5

Discussion  
Date

Notes

Notes were discussed with me.  
I was given the opportunity to  
rebut substandard performance  
notes. Employee  
Initials & Date

Use tab key to move to next block

Performance  
Category #

Discussion  
Date

Notes

Notes were discussed with me.  
I was given the opportunity to  
rebut substandard performance  
notes.

Employee  
Initials & Date