

# EMPLOYEE PERFORMANCE APPRAISAL SUPERVISOR'S DISCUSSION NOTES

HRD 529 (Rev. 7/17)

Section #6

Appraisal Period:

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

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

\_\_\_\_\_  
Employee ID

- I** 1. Use this sheet to keep a record of employee performance throughout the rating period, especially incidents of **outstanding** and/or **substandard** work performance.
- N** 2. Indicate the Performance Category in the first column (e.g., Quality of Work Unit Output)
- S** 3. *Be sure to have timely discussions with your employee for all notes made. If a notation describes **substandard performance/deficiencies**, you must also:*
- T** 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
- R** B. Include in the notation efforts made to retrain your employee, and
- U** 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
- C** D. Give the employee a copy of this form each time a notation describing substandard performance is made.
- T** 4. Ask your employee to initial next to your notes to confirm your discussion with him/her.
- I** 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.
- O** 6. Attach this form to the other appraisal forms at the end of the rating period only if there are performance notes.
- N**
- S**

Indicate  
Performance  
Category

Discussion  
Date

Notes

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


