**Performance Discussion Guide for Supervisors**

**Employee: Supervisor: Date:**

**This guide is a tool to help supervisors organize their thoughts and have productive performance discussions with employees.** (This is *not* a formal document and will *not* be placed in the personnel file)

This discussion is intended to be a/n:  *(Check one)*

**Informal Coaching** (NOT resulting in corrective action letter)

**Formal Performance Discussion** (resulting in corrective action letter)

*\*\*A corrective action letter is a formal document processed after the discussion that is placed in the employee’s personnel file. The level of* *corrective action resulting from this discussion may be flexible depending on the employee’s response and/or the severity of the infraction.*

**Previous performance discussions and outcome (if applicable)**

State how and when this has been addressed before.

**Performance or conduct that must be corrected**

State what must be corrected and why. Be specific, provide dates, and give examples.

**Business impact**

State how the performance or conduct has impacted the department.

**Job expectation**

State what your expectations are of the employee going forward. Be specific.

**Resources**

State what resources will be provided to help the employee succeed.

**Consequences**

State immediate consequences, such as a corrective action letter or mandatory training. State potential consequences for not improving, such as further corrective action.

**Employee’s response**

Take note of how the employee responds. What is his/her solution? Does he/she agree to improve?