

# RECORD OF EMPLOYEE PERFORMANCE

(Commendation/Counseling)

EMPLOYEE NAME		DATE
CLASSIFICATION	WORK LOCATION	DEPARTMENT

TASK WHICH EMPLOYEE HAS DONE  
(Check appropriate category and give details)

WELL

or

POORLY

Rater's Signature: \_\_\_\_\_

Reviewer's Signature: \_\_\_\_\_

EMPLOYEE:

Your signature means you have seen and read the above report, and that you have been commended/counseled (strike one) by your immediate supervisor (rater). This job performance record shall *not* be put in your personnel file; it shall only go into your incident file. This record does *not* constitute any form or reprimand or discipline.

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

cc: Employee