**Performance Discussion Documentation**

****LAY PERSONNEL

**Employee Name: Location:**

**Employees Position: Discussion Date:**

**Supervisor Who Completes This Form:**

**­­­­­­­­­­­­­­­­­­­­­­­­This form is intended to guide a supervisor through documenting and delivering an employee performance discussion. Conduct issues should be documented following The Diocese’s Counseling and Corrective Action Policy. Coaching for Performance Discussion Documentation *should not be shown, allowed to review, or given* to the employee for *discussion, signature or details*. *Do not retain in personnel file, retain in supervisor file for 1 year*.**

**Describe the Incident:**

Describe the behavior that was observed and state the facts specifically as possible without judgment, perceptions, opinions, exaggeration, labeling, or motives.

**Express the Impact:**

Describe how the behavior impacts the team and organization.

**Specify the Behavior Change:**

Describe the future or continued behavior that you want the employee to demonstrate going forward.

**Communicate the Consequences:**

Explain could lead to further corrective action or termination.

**ACTION ITEMS:** Identify action items for improving behavior. Discuss with employee when you will follow up and what you expect to find when you follow up.