

Performance Discussion Documentation

Date: [Insert Date]

Employee Name: [Insert Employee Name]

Position: [Insert Employee Position]

Supervisor/Manager Name: [Insert Supervisor/Manager Name]

Discussion Summary

[Provide a brief summary of the discussion, including key points addressed.]

Performance Expectations

- [Expectation 1]
- [Expectation 2]
- [Expectation 3]

Goals and Objectives

- [Goal 1]
- [Goal 2]
- [Goal 3]

Support and Resources

[Outline any support or resources that will be provided to help meet expectations.]

Follow-Up

[Indicate when the next performance review or follow-up meeting will occur.]

Employee Signature: _____

Manager Signature: _____