**Performance Log**

This form is a place for you to track your observations through the year.

**NOTE:** Remember to share your thoughts during the year with your staff

Employee Name:

Supervisors Name:

|  |  |  |
| --- | --- | --- |
| **Date** | **Situation**  **(Positive, Negative, Neutral)** | **Outcome/ Results/ Action Taken** |
|  |  |  |