***Performance Discussion Worksheet***

## Post-Meeting Checklist

***For Management/HR Only***

**Employee:** Full Name, Title **Discussion Date:**

**Supervisor:** Full Name, Title

***Gaining Agreement*: Did the employee agree to solve the problem/correct the situation? ⌧Yes 🞏 No**

***Notification*: Was the employee advised of the specific action taken (P.I.D., W.P.R., W.R., D.M.L.)? ⌧Yes 🞏 No** — <NAME> was issued a <INSERT DISCIPLINE>

***Faculty / Staff Assistance Services:* Was the employee provided information / referral to the FSAS and/or given the Employee Resource list? ⌧ Yes 🞏 No**

**Summary of Discussion:** Add information here!

**Employee Action (Action to be taken by the employee to correct the situation):** Add information here!

**Other Action (Action to be taken by you or other people to help the employee solve the problem):** Continue to monitor situation on a regular basis.

**Employee’s Comments (Summary of employee’s comments about the situation or the discussion):** Add employee’s comments…

**Follow-up date:** Monitor daily.

C: LER Consultant

 PPP Coordinator

 Department HR