

## **Documenting a Performance Discussion**

The memo below is provided to an employee following a performance conversation and when previous conversations have occurred and performance remains below expectations.

Please consider contacting a member of Human Resources for guidance/review. This memo may be communicated via email or delivered in person.

## Corrective Action: Performance

Date:

Dear \_\_\_\_\_,

Thank you for meeting with me today to discuss

As we discussed today and on multiple occasions, you continue to struggle with aspects of your role.

(Explain the business impact of performance on team/department/University).

As your supervisor, I want to see you succeed and excel in every aspect of your position. The following are some ideas on where I see you can improve:

- (State areas/thoughts on how the employee may improve).
  
- (State any resources, such as training, that you believe would assist employee)

Please respond (via email) confirming that you understand the summary of our conversation.

Also, as we discussed, I am interested in any thoughts you have in regard to ways in which you can improve

We will revisit this as part of our regular meetings. If you have any questions, please don't hesitate to ask.

Regards,

Supervisor Name