

Performance Support Journal



Employee Name: _____
Position: _____
Department: _____
Supervisor: _____
Date Initiated: _____ ISSUE: _____

(PSJ process should be followed per issue)

Incident #1 Date:

Incident Description:

Supportive Meeting Date:

Describe how and what expectations were reviewed with the employee as relevant to their job description and/or college policy to facilitate improved performance.

List any resources and/or adjustments identified in conjunction with the employee that are needed to improve performance.

Incident #2 Date:

Incident Description:

Supportive Meeting Date:

Describe support that was offered to the employee to help facilitate improved performance.

VERBAL NOTICE

Supervisor Signature

Employee Signature/Attached Email

Incident #3 Date:

Incident Description:

Supportive Meeting Date:

Describe the additional support that was offered to the employee to help facilitate improved performance.

WRITTEN NOTICE
(copy HR)

Supervisor Signature

Employee Signature

Incident #4 Date:

Incident Description:

Contact HR before proceeding any further and provide this completed document as evidence of prior steps attempted to support/correct improved performance.