



Use this worksheet to help you evaluate a performance/conduct-related issue and develop a dialogue to seek resolution. This should assist you in providing difficult feedback to your supervisees in an empathetic manner, while maintaining accountability for the results.

Section	Notes	Questions/Missing Information
Title/Level		
Specific Issue		
Summary of how expectations were previously communicated		
Explain why something is unacceptable/unsatisfactory (include business impact)		
Summary of previous discussions and/or corrective actions		
Document employee's agreement/commitment including employee's solution or lack of agreement/commitment		
Statement of consequences		
Draft an "Employee Rights" paragraph		