

Employee Performance Log

Employee Name: _____ Title: _____

Location/Department: _____ Manager Name: _____

Date Log Started: _____

Instructions: Use this log to document noteworthy performance-related events, including tardiness, absences, behavior concerns, errors, or coaching conversations. Be objective, factual, and timely with entries.

[illegible]

Summary Section (Use for Monthly Review or Escalation Notes)

Additional Comments:
