

Employee Performance Incident Report

Whenever you observe or become aware of a job performance problem or a potential problem or whenever you have any discussion with an employee about a problem or potential problem, use a copy of this form to document the incident.

Employee Name:	
Date:	Time:
Location:	
Other people involved (including witnesses):	
Nature of incident or observation (e.g., Accident, Late/Absent, Discussion with Employee):	
Action taken:	
Comments:	