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**Performance Discussion Worksheet**

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| --- | --- | --- | --- |
| Employee Name |  | UID No. |  |
|  |
| **Basic Issue/Overall Concern:** |
|       |
| **Desired Performance:** |
|       |
| **Actual Performance:** |
|       |
| **Logic List** (good work reasons the rule must be followed or the problem needs to be solved)**:** |
|       |
| **Appropriate Action Step:** |
|       |
| **Consequences:** |
|       |
| **Supervisor** |  | **Date** |       |