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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** |  |