

WY Military Department – Employee Conduct /Performance Feedback Form

Principal Purpose: To assist supervisors in conducting and recording data pertaining to employee behavior and performance, and framework needed to reflect progressive disciplinary measures.

Section I – Administrative Data

| | | |
|------------------------|----------------------|--------------------|
| Name (Last, First, MI) | Grade/Step | Date of Counseling |
| Title of Position | Location of Position | |

Section II – Background Information

Purpose of Feedback: *(e.g. performance or behavior)*

Section III – Summary of Feedback

Key Points of Discussion:

This form is used to document performance or conduct concerns and provides a plan for improvement. This form is non-disciplinary and will not be placed in the employee's work folder.

Part IV – Expectations

Plan of Action: *(Outline specific actions that the employee must take following the feedback session to reach the expectation. The action must modify or maintain the behavior/performance and include a specified time line for implementation and improvement)*

Part V – Statement of Understanding

I agree _____ I disagree with the information above.

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Follow-up Assessment *(Did the plan of action achieve the desired results?)*

Signature of Employee: _____ Date: _____

Signature of Supervisor: _____ Date: _____

Comments & Remarks (date ALL entries):