

RECORD OF CONVERSATION

Supervisor:	Date:
Employee:	Subject:
Summary of conversation:	

Signature of Supervisor: _____

Date: _____

FORM INSTRUCTIONS
Record of Conversation

- I. Purpose:** This form is to be used to document a conversation between a supervisor and employee. The conversation can be for various reasons, e.g., to provide positive reinforcement, to provide feedback on an issue, to redirect an employee, etc.
- II. Used by:** Supervisors
- III. Effective Date:** August 1, 1998
- IV. Definitions:**
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|--------------------------------|---------------------------------------|
| Supervisor | The person completing the form |
| Date | The date the conversation occurred |
| Employee | The second party to the conversation |
| Subject | The main topic(s) discussed |
| Summary of Conversation | The basic details of the conversation |
- V. Routing** Completed form is maintained by the supervisor. Form will not become a part of the personnel file unless employee is counseled for same or similar behavior.
- VI. Final Disposition** Form may be destroyed after one year.