

TOOL #1 **Sample Template (to be modified by department to address specific issue(s))**

NOTE TO YOUR FILE (for Supervisor/Manager)

Below is a suggested format for informal notes to file - PRINT VERY CLEARLY or TYPE.

- <Your Name> Note to File: Date: *<today's date>*
- Re: *<incident - meeting, performance counseling etc>* on *<date of incident>* with *<Employee Name>*
- Here, in a brief note, describe the incident, discussion etc. Be sure to include what the employee did/said and what actions you, as their manager, took. Note any agreements that were made and planned follow-up.