

Supervisor's Notebook

Supervisor's Name: _____

Employee's Name: _____ Booklet # _____

Appraisal Year: From _____ to _____

The purpose of this notebook is to create a timely record of activities and observations with respect to the performance of a particular employee. The supervisor should routinely make notes related to both positive and negative aspects of the employee's performance.

A completed note might appear as follows:

Date: 2/4/2011

Location: 24 Main Street Residence

Time: 4:45 a.m.

Note: I was entered the home and discovered that Frank had not finished his overnight chores. When I entered, he was watching ESPN and reading the newspaper. He told me had had been working on the chores but was taking a break. He had not finished cleaning the kitchen nor the bathroom. The living room had not been vacuumed. Residents generally wake up about 5:15, so it would have been impossible for Frank to finish all his tasks before that time. *AA, 2/4/11, 4:55 a.m.*

- Each booklet contains spaces for 18 notes. If you completely fill one booklet, print another, indicating at the top of the page that it is the second booklet, etc.
- Write the employee's name at the top of each page to provide proper identification if for some reason the pages become separated.
- If the note is too long for the space provided, complete it on the reverse side, clearly indicating the number of the note to which it refers.

The line numbers at the side of each page have been inserted to created a more certain location should the supervisor need to make reference to a particular note, or portion of a note.

46
47
48
49
50
51
52
53
54
55
56
57
58
59
60
61
62
63
64
65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91

Employee: _____

Note 1

Date: _____

Location: _____ Time: _____

Note: _____

Note 2

Date: _____

Location: _____ Time: _____

Note: _____

Note 3

Date: _____

Location: _____ Time: _____

Note: _____

92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109
110
111
112
113
114
115
116
117
118
119
120
121
122
123
124
125
126
127
128
129
130
131
132
133
134
135
136
137

Employee: _____

Note 4

Date: _____

Location: _____ Time: _____

Note: _____

Note 5

Date: _____

Location: _____ Time: _____

Note: _____

Note 6

Date: _____

Location: _____ Time: _____

Note: _____

138
139
140
141
142
143
144
145
146
147
148
149
150
151
152
153
154
155
156
157
158
159
160
161
162
163
164
165
166
167
168
169
170
171
172
173
174
175
176
177
178
179
180
181
182
183

Employee: _____

Note 7

Date: _____

Location: _____ Time: _____

Note: _____

Note 8

Date: _____

Location: _____ Time: _____

Note: _____

Note 9

Date: _____

Location: _____ Time: _____

Note: _____

184
185
186
187
188
189
190
191
192
193
194
195
196
197
198
199
200
201
202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229

Employee: _____

Note 10

Date: _____

Location: _____ Time: _____

Note: _____

Note 11

Date: _____

Location: _____ Time: _____

Note: _____

Note 12

Date: _____

Location: _____ Time: _____

Note: _____

230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247
248
249
250
251
252
253
254
255
256
257
258
259
260
261
262
263
264
265
266
267
268
269
270
271
272
273
274
275

Employee: _____

Note 13

Date: _____

Location: _____ Time: _____

Note: _____

Note 14

Date: _____

Location: _____ Time: _____

Note: _____

Note 15

Date: _____

Location: _____ Time: _____

Note: _____

276
277
278
279
280
281
282
283
284
285
286
287
288
289
290
291
292
293
294
295
296
297
298
299
300
301
302
303
304
305
306
307
308
309
310
311
312
313
314
315
316
317
318
319
320
321

Employee: _____

Note 16

Date: _____

Location: _____ Time: _____

Note: _____

Note 17

Date: _____

Location: _____ Time: _____

Note: _____

Note 18

Date: _____

Location: _____ Time: _____

Note: _____
