ACTIVITY JOURNAL

Employee: _____ Date: _____

Supervisor: _____ Job Title: _____

Activity Journals should incorporate the following principles:

1. ***Appropriate Balance –*** *Activity Journals should document both the negative and positive employee actions. If an employee is doing something positive, be sure to record it and tell him or her about it. In addition, you have the responsibility to the Township and to the employees you supervise to record behavior that requires improvement.*
2. ***Specific Description*** *– Avoid vagueness and unclear statements. Always be specific in your description. Mention the date and time of the activity described.*
3. ***Objectivity*** *– Stick to the facts that are relevant to an employee's job performance. Don't describe personality traits. Instead, describe the behavior you observed.*
4. ***Frequency*** *– Fill in this log on at least a WEEKLY basis. Then use it as a source of information when sitting down to do a Coaching Session and yearly Performance Evaluations.*

DATE	ACTIVITY	DISCUSSED WITH EMPLOYEE