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|  | | Performance Log | Name and Position |
| **Date** | **Context** | **Incident** | **Action** |
| 1/5/2018 | Tardiness  Example | John arrived at work at 9am today, 30 minutes late. I spoke with John about it and reminded him it was the third time this month he had been late. John said he forgot to set his alarm clock. I explained to John how important his work is and how important it is that he be on time each day. | Oral Reminder Maureen O'Donnell-Supervisor |
| 1/11/2018 | SI Project  Example | Today Karen completed her part of the new system integration project seven days ahead of schedule. I thanked Karen for her work and told her how much I appreciate the effort she has shown | Kudos Maureen O'Donnell-Supervisor |
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