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|  | Performance Log | Name and Position |
| **Date** | **Context**  | **Incident** | **Action** |
|  1/5/2018 |  TardinessExample | 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 ProjectExample | 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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