

QF266B	EMPLOYEE PERFORMANCE AGREEMENT
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Name of employee:

Name of Manager:

Date of appraisal meeting:

Other people present:

<i>Concerns raised by manager</i>	
<i>Does this meeting constitute a formal warning to the employee?</i>	<p><i>Formal warning (circle selected response):</i></p> <p style="text-align: center;">Yes No</p>
<i>Response from employee</i>	
<i>Agreed critical performance issues</i>	

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<i>Action to be taken by employee</i>	Action	Time frame	Performance measures
<i>Action to be taken by manager</i>	Action	Time frame	Performance measures

We agree that represents an accurate record of the meeting and of any agreements reached:

Employee:

Name

Signed

Manager:

Name

Position

Signed