

Documentation Checklist

Documentation should contain all of the significant elements surrounding an exceptional incident of employee behavior. When preparing your documentation, it will be helpful to review the following checklist to ensure completeness and accuracy.

1. Did you record the incident promptly while your memory was still fresh?
2. Have you indicated the date, time, location of, and witness(es) to the incident(s) documented?
3. Did you factually record the action or behavior exhibited?
4. Have you been objective – recording observations and not impressions?
5. Have you indicated specific rules or regulations violated or superseded?
6. Have you listed the specific performance standards that were violated or exceeded?
7. Did you indicate the other people or work products involved or affected?
8. Did you record the consequences of the action or behavior on the employee's total work performance and/or the operation of the work unit?
9. Did you indicate your response to and prior interaction with the employee on his or her behavior?
10. Did you indicate the employee's reaction to your efforts to modify his or her behavior?