

Montgomery County Public Schools

Record of Conference

Name: Employee ID# Position:

Conference Date: Time: Place:

Participants:

Subject/Issues:

- Compliment Pre-Evaluation Complaint Disciplinary
- Performance--Identify appropriate Core Competency(ies)
- Commitment to Students Knowledge of Job Professionalism Interpersonal
- Communication Organization Problem Solving
- Other Issue (describe):

*Note: If disciplinary, advise employee in advance of right to request SEIU Local 500 presence "...within two days..." (Article 17)

Discussion: See attached

Directives and timeframe for employee improvement: See reverse/attached

1. By Date:
2. By Date:
3. By Date:
4. By Date:

A reasonable amount of time must be allowed prior to a performance review for improvements to occur.

Employee Comments: See reverse/attached Employee wishes to provide comments later

Signatures: Your signature(s) indicate that you have participated in this conference.

Employee: _____ Date: _____ Participant: _____ Date: _____

If employee/participant refuses to sign, the following person(s) have witnessed that the conference occurred:

Witness: _____ Date: _____ Witness: _____ Date: _____

Manager/Supervisor: _____ Title: _____ Date: _____

Always provide a copy to the employee. Additional copies to:

- Local employee file Office of Human Resources personnel file Other: _____