

Sample HR Documentation Templates: Performance/Behavioral Concern Logs

Accurate documentation is essential for performance management, legal compliance, and supporting employees through corrective actions.

Employee Name:	
Job Title:	
Supervisor:	
Date of Report:	
Description of Concern:	
Impact:	
Previous Conversations/Interventions:	
Employee Response:	
Action Plan / Follow-Up:	
Supervisor Signature / Date:	
HR Review / Date:	

Best Practices for HR Documentation

- Be factual, specific, and objective; avoid subjective language.
 - Document issues promptly and consistently.
 - Store logs securely in HR files, separate from personnel files when sensitive.
 - Use logs to guide coaching, performance improvement plans, or disciplinary action.
- Tip for HR: Templates like this help maintain consistency, support compliance, and create a clear record of performance management efforts.