

## Key Incidents Form - Unit 4 Employee

## **Contacts**

This form is not part of the performance appraisal form. It is support documentation that needs to be placed in the employee's personnel file. Per Article 18.1A3 of the APC collective bargaining agreement, performance evaluations shall refer to key incidents documented in the personnel file. The purpose of this form is to provide a list of those key incidents that affected a specific evaluation rating, positively or negatively, but especially in the case of any rating less than satisfactory. These incidents should be discussed with the employee as they occur so that the employee has an opportunity to address and correct any identified problems in a timely manner. Attach additional pages, if necessary.

Employee Name	Fresno St	ate ID
MPP or Chair's Name	Departme	nt
Pertaining to Appraisal	Pertaining	ı to Appraisal
Period From:	Period To	

## Incidents

Include as many details and relevant dates as possible when documenting the incident. Also include expected outcomes of change if necessary and/or future job expectations.

Incident	Date Discussed	Completed By