



THE HARKER SCHOOL
EMPLOYEE COMMUNICATION

Internal Use Only

Employee: _____ Date of Meeting: _____

Supervisor: _____

Area(s) of concern (please use additional sheets if necessary):

Performance Expectations (please use additional sheets if necessary):

Follow up recommended: No Yes (As needed 60-days 90-days)

Your signature on this form confirms that you have read and received a copy of this documentation. Your signature also confirms that a conversation has occurred regarding your performance expectations as laid out on this document. Signing this form does not necessarily indicate that you agree with the contents, but that you have received a copy of this document and that you understand the consequences of not consistently meeting the expectations as outlined. You further understand that you may submit a written response to this communication within 14 calendar days.

(Digital signatures will not be accepted. Please print, sign and send to Human Resources.)

I have read and I understand the information above.

Employee Signature Date

Manager/Supervisor Signature Date