

Example Employee Note Taking Log:

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| ­­­­Example Note Taking Log | | | | | |
| Employee Name | Date | Time | Incident Description | Persons Involved | Action Taken |
| Maggie Jones | Jan 3 | 11:00 am | Maggie did a great job of proactively preparing for the staff meeting presentation. | Maggie Jones | Stopped by Maggie’s desk and thanked her for taking care of the presentation. |
|  | Feb 9 | 9:00 am | Maggie arrived 45 minutes late for work. | Maggie | Stopped by Maggie’s desk and reminded her of tardy policy. |
|  | April 6 | 1:00 pm | Noticed that the quarterly board report had three typos. | Maggie | Pointed out typos and coached Maggie on proofing techniques. |
|  | June 12 | 6:00 pm | Maggie stayed late without being asked to finish report for John. | Maggie | Thanked Maggie for going above and beyond to finish the report. |

***Note: This document is meant to serve as an example form and should not be construed as a legal document. Please contact a legal professional for legal language for your specific organization.***