

## Introductory Employment Period Documentation Tips

You have the option to write down notes about the performance of your new employee. When you observe something—either good or bad—writing it down will help you remember and track progress/status. Documentation can also help supervisors minimize misunderstandings and reveal patterns. Tips for effective documentation follow.

- Stick to the Facts.** Be sure to leave emotions and impressions out of your documentation. Capture only the specific details of what happened – the facts only. Include both positive and negative information – to show you are being objective. BE sure to include information about the employee’s perspective so your documentation is not “one sided” only.
- Write it down.** Set up a system for capturing your notes by selecting an approach that suits your work habits. Some managers capture their notes in emails, in a notebook, or in a file created for the employee.
- Remember the review process.** Take a look at the GW Introductory Performance Review form (found on the [Performance Management page](#)) so you keep in mind the fact that you will need to determine whether the employee will pass or fail.
- Informal and brief notes help too.** Record keeping can be informal and brief—it doesn’t have to eat up too much of your time. And this time will be well spent.