**Savannah State University**

**Performance Tracking Tool**

|  |
| --- |
| **GENERAL INFORMATION** |
|  |
| **Employee Name:**  | **Title:**  |
|  |
| **Department:**  | **Supervisor / Evaluator:**  |
|  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Reason for Discussion** | **Discussion Summary** | **Outcome** | **Desired Results** |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |
|       |       |       |       |       |